Middlebury

Language Schools
2011 Handbook
**Summer 2011 Calendar**

**June**

- **15** 8-week faculty arrive
- **17** 8-week students arrive (Arrival Center at Axinn Hall open 10:00 A.M.–8:00 P.M.)*
- **18** 8-week activities vary by School—check with your School for details on weekend placement tests, advising, and registration
- **19** 8-week session Convocation 8:00 P.M.
- **20** 8-week classes begin
- **22** 7-week faculty arrive
- **24** 7-week students arrive (Arrival Center at Axinn Hall open 10:00 A.M.–8:00 P.M.)*
- **25** 7-week activities vary by School—check with your School for details on weekend placement tests, advising, and registration
- **26** 7-week opening ceremonies
- **27** 7-week classes begin
- **28** 8-week add/drop deadline (12:00 P.M.)*
- **28** 6-week students arrive (Arrival Center at Axinn Hall open 11:00 A.M.–7:00 P.M.)*
- **29** 6- and 7-week Convocation 8:45 P.M.
- **30** 6-week classes begin (some schools use a different schedule—check with your school for details)

**July**

- **4** 7-week add/drop deadline (12:00 P.M.)*
- **7** 6-week add/drop deadline (12:00 P.M.)*
- **13** Last day to drop a course without receiving a WD/F
- **21–22** D.M.L. exams, written
- **25–26** D.M.L. exams, oral

**August**

- **12** Commencement, 8:00 P.M.
- **13** All students check out by 12:00 P.M.
- **15** All faculty check out by 10:00 A.M.

Future academic calendars and other scheduled events may be viewed at http://www.middlebury.edu/events/

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*Denotes that the Arrival Center at Axinn Hall is open from 10:00 A.M. to 8:00 P.M.*

**Cover photo credit:** Bob Handelman ©2009
Welcome to the Middlebury Language Schools!

Dear Language Schools Student:

The directors, faculty and staff welcome you to the 2011 session of the 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 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 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 at Middlebury 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!

My office hours on the Middlebury campus are on Tuesdays between 2:00–3:30 EDT from 6/21–8/9 and Thursdays between 3:30–5:00 EDT from 6/23–8/11.

Sincerely,

Michael E. Geisler
Vice President for Language Schools, Schools Abroad, and Graduate Programs
School Office Locations

School offices are normally open until 5:00 P.M. and are closed during the lunch period of the School. They are located in the following buildings:

- **Chinese School**: Hepburn
- **French School**: Atwater A
- **German School**: Pearsons
- **Italian School**: Atwater B
- **Portuguese School**: Brackett
- **Russian School**: Gifford
- **School of Hebrew**: Palmer
- **Spanish School**: Milliken
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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 almost 100 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 and a Bilingual Assistant who may speak to beginning students in English during this period. 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, with a school coordinator, 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 area churches may be found on the Chaplain’s Office Web site at: http://www.middlebury.edu/studentlife/services/chaplain

When does the Pledge begin? Is it different for 6-, 7-, or 8-week students? Is it different for beginners? The Pledge begins when you sign the Language Pledge. 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.
The Language Pledge

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

What to Bring
Please plan to arrive on the date your school specifies for arrival. Because our dormitories are occupied by others until shortly before the opening of your session, early arrivals cannot be accommodated.

• Leave valuable items at home. While theft is not common it does occur.
• Arrange for packages to arrive after you do. The College cannot accept them before the sessions begin.
• When planning what to bring please consult the list below:

Items supplied in each room:
Twin bed, extra-long mattress (80 inch), mattress pad, pillow, blanket, desk, desk chair, dresser, closet-space/wardrobe, wall light, and Internet connection.

Please note that a telephone is not provided in your room.

We recommend that students supply: Mobile phone, twin-sheets for an extra long mattress (36 inches x 80 inches), towels, hangers, additional lamps and light bulbs, extension cords with surge protection strips, fan (most dorms are not air conditioned), insect repellent, shower caddy, alarm clock, flashlight, extra blankets (electric blankets are permitted) or sleeping bag, rain gear, sports attire, one nice outfit (optional), and other equipment, such as computers and stereos. Though there are many locations where you can connect to the College network wirelessly, wireless coverage is not universal and you may also want to bring an Ethernet cable.

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, firearms, pets.

Permitted: Microwave ovens, small 24-inch refrigerators, irons with automatic shut-off mechanisms, bicycles.

International Students
http://www.middlebury.edu/international/iss
Non-U.S. citizens/non-U.S. permanent residents enrolling in the Language Schools must be maintaining a
Before Leaving for Middlebury

nonimmigrant status which allows them to enroll in courses full-time. Do not enter the U.S. on a tourist visa (B-1 or B-2) or visa waiver, as these do not allow enrollment in our programs. Most international students attending the Language Schools do so in F-1 student status, sponsored either by Middlebury College or their academic-year home institution.

International Student and Scholar Services (ISSS) offers visa-related services and provides advice and support to Middlebury College’s international student, faculty, and staff population. Students studying at the summer Language Schools on I-20s issued by Middlebury College must check in with ISSS within the first week of classes to confirm that they have entered the U.S. in valid F-1 status. During this check-in, travel and visa related documents will be signed and copied (passport, F-1 visa, I-20 and I-94 card). ISSS will then be able to register the student in the U.S. government’s Student and Exchange Visitor Information System (SEVIS). Students who are enrolled as F-1 students at another institution are not required to check in, as long as they are in a degree program, were enrolled the previous spring term, and will continue studies in the fall term at their primary institution. For other scenarios, please contact ISSS immediately to ensure that you have an appropriate nonimmigrant status to be enrolled as a summer student.

If you need further information, please consult the Frequently Asked Questions (FAQ) section of our Web site dedicated to Language Schools students. If you have specific questions, please contact International Student and Scholar Services located in Carr Hall. You may reach ISSS by e-mail at isss@middlebury.edu or by phone at 802.443.5858.

ID Cards

New Students
Students arriving at Middlebury for the first time must submit a new photo so that ID cards are processed prior to arrival on campus. Academic year students attending a language school CANNOT use their academic year ID Card and must submit a NEW photo.

Photos should be uploaded using the following link: http://www.middlebury.edu/offices/health/publicsafety/forms/ID_Photos/new_photos

Please contact your respective school to obtain your ID number if you do not yet have one.

Returning Students
Students returning to the same Language School they attended in previous years are required to bring their ID card with them. Cards currently in the access system can be reactivated through the following link: http://www.middlebury.edu/offices/health/publicsafety/forms/ID_Photos/ID_Card_Reactivation

Students returning to a language school other than one previously attended will need to submit a new photo and have a new ID Card printed prior to arrival. Please view the “New Students” section above and view the FAQ before uploading a photo.

Students needing a replacement card for Academic Year or for a Language School previously attended will need to purchase a new card from the department of Public Safety. Photos can be submitted ahead of time using one of the “Upload Photo” links below.

For more information on ID photos go to: http://www.middlebury.edu/offices/health/publicsafety/forms/ID_Photos (or if you are on campus type: go/idphotos)

Communication and Banking

Campus Telephone Services
Extension 5700, http://www.middlebury.edu/offices/technology/telecom

We provide courtesy telephones in the hallways and common areas of all residence halls. In smaller houses there is usually just one courtesy telephone in a common area. These phones may be used for emergency calls to 911 or Public Safety, ext. 5911, calls to campus locations, and local and toll-free calls. Long distance calling requires a calling card. There is no in-room telephone service for students.

Cellular Service
Verizon Wireless, AT&T Wireless, and Sprint generally offer good reception on-campus and in the Middlebury area. If you do not have a U.S. cell phone, pre-paid cellular phones for use in Middlebury (zip code 05753) are sold online and at local businesses.

Fax Services
An outgoing-only fax machine is located in the main Main Library (Davis Family Library). An incoming-only fax machine is located in the Mail Center in McCullough;
Communication and Banking

the number is 802.443.2068. The Mail Center receives and delivers faxes via campus mail without advance notification. This fax machine is accessible only to Mail Center staff.

Incoming Mail
Your address during the session will be:
First Name Last Name
Box Number Middlebury College
14 Old Chapel Road
Middlebury VT 05753

This address is good for the USPS, UPS, Federal Express and DHL. Student mailboxes are located at the Student Mail Center in McCullough.

All USPS mail, including parcel post, UPS packages, Federal Express and DHL are delivered to the Mail Center for distribution to student mailboxes. We recommend using UPS if a signature is required, to track, or insure the contents of a package. To receive packages or mail sent via USPS that are too large for your mailbox you will be issued a green receipt in your mailbox which you will have to present at the Mail Center. For items that are trackable to Middlebury College (registered, certified, insured, express USPS, Fed Ex, DHL, UPS etc.) a notification e-mail from dlarose will be sent to your Middlebury College account. Each e-mail you receive will represent one item. If you have tracked a package to Middlebury College and haven’t received an e-mail by 3:00 p.m., you may come down to the Mail Center and ask for your package.

To get your mailbox number and the combination, you must go to BannerWeb and put in your ID# and your PIN. After hitting “enter,” go to ”personal info” and again press “enter.” The screen will now show your box number and combination. This is a secured site and only you can access your own combination. Instructions on how to open your mailbox are posted above the mailboxes. Please do not ask the Mail Center staff to get your mail for you.

Please note: The College cannot accept packages that arrive before the beginning of the session. Only first class mail and all packages will be forwarded after your departure for up to a year. Newspapers, magazines and junk mail will be recycled.

Outgoing Mail
You may purchase stamps at the College Bookstore or at the MiddExpress Store. The Bookstore also sells books of postcard stamps. If you need a package weighed before you apply postage, bring it to the Mail Center window (open Monday–Friday, 9:00 a.m. to 4:00 p.m.). Per federal postal regulations, no stamps may be applied to a package weighing over 13 oz. You will have to go to the Middlebury U.S. Post Office (10 Main Street, 802.388.2681) or use the UPS service located in Freeman International Center. Insured, registered, and certified mail must be mailed from the U.S. Post Office between 8:00 a.m. and 5:00 p.m. Monday through Friday, and from 9:00 a.m. to noon on Saturday.

Campus Mail
Place mail directed to students, faculty, College offices, etc., in the campus mail slot in the McCullough Mail Center, and it will be delivered free of charge.

The Mailing Services office in FIC, (Freeman International Center) is the central shipping point for United Parcel Service. Students, faculty, and staff may ship personal packages from this office Monday through Friday, 8:30 a.m. to 2:30 p.m. You must have a credit card with you in order to process any type of shipment. Cash and checks are not accepted. There will be one day designated at the end of the session when UPS representatives will be on campus to assist with final shipping needs. On that day, UPS will accept cash only. The Mailing Service office will not accept any packages one week prior to or any time after the designated final shipping date.

Check Cashing
You may cash traveler’s checks for up to $50 at the Cashier’s Office (Service Building, 8:30 a.m. to 4:00 p.m./closed 1:00–2:00 p.m.). They will not cash personal checks or accounts payable or payroll checks issued by the College. College-issued checks may be cashed at the local banks on which they are drawn.

Banking in Middlebury
There are four banks in Middlebury:

- **People’s Bank (formerly) Chittenden Securities Inc.**
  South Village, 802.388.6316
  www.chittenden.com

- **Citizens Bank/Charter One**
  36 Middle Road, 802.388.6791
  www.charterone.com/home

- **Key Bank**
  47 Creek Road, 802.388.4031
  www.key.com

- **National Bank of Middlebury**
  30 Main Street, 802.388.4982
  www.nationalbankmiddlebury.com
  (has Automated Teller Machines located on campus, downtown, and Rt. 7 South)

All of these banks usually cooperate in the matter of opening checking accounts and cashing personal checks for those who have accounts. Because it may be impractical to open
Communications and Banking

A checking account for a short stay at Middlebury, 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 National Bank of Middlebury has ATMs located in the McCullough Student Center and the Library. It accepts Plus, Cirrus, Yankee 24, NYCE, Visa, MasterCard, Discover, AMEX, and National Bank of Middlebury cards.

Summer 2011 will see challenges in getting to Addison County from the west side (New York State) of Lake Champlain.

The Lake Champlain Bridge, which spanned the state line between Crown Point, New York and Chimney Point, Vermont was closed and demolished in 2009. A project to replace this bridge is being planned by both the New York State Department of Transportation and the Vermont Agency of Transportation as co-lead agencies under an agreement between the states. More information is available on the Lake Champlain Bridge Project page at: https://www.nysdot.gov/lakechamplainbridge. Free 24/7 ferry service has been instituted for Lake Champlain crossings between Chimney Point, Vermont, and Crown Point, New York.

From Vermont: Rt. 22A to VT 17 W
From New York: Rt. 9N S to Bridge Rd./NY-185 E Crossing Time: 3 minutes
More information is available at: http://www.ferries.com/temporary_schedule.asp

Arriving in Middlebury

Air
The closest airport is in Burlington, about 35 miles north of Middlebury. The most viable ground transportation options from Burlington to Middlebury are bus, taxi, or rental cars.
If you need to rent a car in the town of Middlebury, call:

• Enterprise: 802.388.3800
The following rental companies are available at the Burlington airport:
  - Alamo: 802.864.7441
  - Avis: 802.864.0411
  - Budget: 802.863.3030
  - Enterprise: 802.864.1111
  - Hertz: 802.864.7409
  - National: 802.864.7441

Taxi
Taxi service to Middlebury is available at the Burlington airport. Rates are subject to change, but one can anticipate charges of $60 or more.

Car Service
Middlebury Transit serves the campus to/from Burlington, Albany, New York City, Boston, and Montreal airports and all regional Amtrak and bus stations. They will coordinate ride-shares for students/faculty.

Middlebury Transit, 800.388.1002 (or 802.388.3838)
Jessica’s Vital Transit, 802.349.8833
Everywhere Taxi of Vermont, 802.238.4121
Vermont Tour & Charter, 802.734.1293

Automobile
The town of Middlebury is located approximately 35 miles north of Rutland and 35 miles south of Burlington on U.S. Route 7. The College campus is located 3/4 mile west of U.S. Route 7 on Vermont Route 125 and Vermont Route 30.

• From Burlington (approx. 1 hour): Take Route 7 South into Middlebury and Route 30 South to the campus.

• From New York or New Jersey (approx. 5 hours): Take the New York Thruway (87 North) to Exit 24 for the Northway. Take the Northway to Exit 20 for Route 149 East. Take Route 149 East to Route 4 East. After entering Vermont on Route 4, take Exit 4 for Route 30 North, which leads directly to the campus.

• From Boston (approx. 4 hours): Take Interstate 93 North to Interstate 89 North. Follow 89 North into Vermont and take Exit 3 to Bethel and Route 107 West. Take 107 to Route 100 North. Take Route 100 to Route 125 West, then to Route 7 North, which goes into the town of Middlebury. Take Route 30 South to the campus.
Arriving in Middlebury

Bus
The Middlebury LINK Express operates between Middlebury and Burlington with daily departures and returns. The closest bus station is Merchants Row, less than a mile away from campus. For further information and updated route schedules, please visit the Chittenden County Transportation Authority Web site at http://www.cctaride.org. Passengers wishing to travel to Rutland can opt for The Rutland Connector, offering daily departures and returns. A detailed schedule can be consulted online at http://www.actr-vt.org.

Local Bus Service
Addison County Transit Resources (ACTR) offers a shuttle bus service in and around the town of Middlebury. It has several stops on campus (the Library, Adirondack Circle, Old Chapel, and the Center for the Arts). Passengers may get off at any point on the bus route, and may flag down the bus at any safe stopping location in addition to designated stops. The ACTR summer schedule is available at: http://www.actr-vt.org.

Hotels/Motels in Middlebury
Middlebury 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 Addison County Chamber of Commerce: 802.388.7951, 800.SEEVERMONT, www.addisoncounty.com
- The Heart of Vermont Lodging Association: www.vermontinns.com
- Discover Vermont: www.discoververmont.com
- Vermont Chamber of Commerce: www.vtchamber.com
- Brandon Area Chamber of Commerce: www.brandon.org
- Blue Spruce Motel: 802.388.4091
- Courtyard by Marriott: 802.388.7600
- Greystone Motel: 802.388.4935
- Inn on the Green: 802.388.7512
- Middlebury Inn: 802.388.4961
- Swift House Inn: 802.388.9925
- Sugarhouse Motor Inn: 802.388.2770
- Howard Johnson: 802.860.6000
- Sheraton Burlington: 802.865.6600
- Super 8 Motel: 1.800.800.8000

Arrival on Campus
The following dates have been designated as arrival days for the various summer sessions. See below for arrival times.

Eight-week session
Chinese, Russian
Friday, June 17

Seven-week session
French, German, Hebrew, Italian, Portuguese, Spanish
Friday, June 24

Six-week session
Chinese, French, German, Italian, Russian, Spanish
Tuesday, June 28

Three-week graduate session (Session I)
German, Italian
Tuesday, June 28

Three-week graduate session (Session II)
German, Italian
Thursday, July 21

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 section). If you need to arrive in Middlebury early, you MUST make arrangements to stay off campus until your session begins.

Arrival Procedures
Please go to the Language Schools welcome center located at the Axinn Center on Old Chapel Road to check in. (Parking is in the Mahaney Center for the Arts lot—across Route 30.) Depending on your program, please plan to arrive on the following days/hours:

Friday, June 17 10:00 A.M.—8:00 P.M.
Friday, June 24 10:00 A.M.—8:00 P.M.
Tuesday, June 28 11:00 A.M.—7:00 P.M.

The following services are provided at the welcome center:
- Key distribution
- MiddCard information
- Career Services Office information
- Vehicle registration (you will need your license plate number and your license and registration)
- Distribution of school arrival packets
- Transportation to your dormitory
- Computing information
Arriving in Middlebury

• Counseling Service information
• College Book Store information
• Visa and Tax Information for Foreign Nationals

Please plan to spend about 20 minutes at the welcome center. Because of staffing limitations we are not able to help Middlebury undergraduate students move their belongings from storage to their dorms.

Early Morning or Late Evening Arrivals
If you arrive after the welcome center closes for the day, please check in at the Department of Public Safety located at 125 South Main Street between Emma Willard House and Hesselgrave House. Public Safety’s general business phone number is 443.5133, and the emergency phone number is 443.5911. Although the Department of Public Safety is open 24 hours a day, early arrivals will be directed to the welcome center. Depending on when you check in at Public Safety, you will need to go to either the welcome center or the School office when they open in order to complete check-in procedures with your School.

Special Arrivals
Students arriving for special programs, such as three-week sessions that begin after the start of the six-week session, should follow the instructions issued by their Schools.

Lost Luggage
Luggage that has been lost during your flight and brought to campus by the airline is delivered and stored at the mailroom in the McCullough Student Center. If you need to pick up your luggage after hours or during the weekend, Public Safety will, if possible, meet you at the mailroom so that you can collect your bags. Luggage handcarts will be available for checkout at the mailroom during business hours for a limited period at the start of the summer sessions.

Keys
Residence Hall room keys are issued at the welcome center (late arrivals may obtain keys at the Department of Public Safety). Failure to return a key to Public Safety at the end of the session will result in a charge of $50 for each key and $50 for each lock change that is required.

Parking and Vehicle Registration
Students may bring a car to campus but all cars must be registered with Public Safety. Vehicle registration must be completed via BannerWeb and there is a $25.00 charge for a parking permit. A valid vehicle registration and driver’s license must be presented at the time the parking permit is issued. All summer parking regulations must be observed. Please note: Parking is very limited and is located on the perimeter of the campus (not adjacent to dorms). Please consider carefully the decision to bring a vehicle to campus.

ZipCar.com
Middlebury College has engaged ZipCar.com for driver rentals of hybrid cars (located on campus). There is a registration fee that provides membership in ZipCar car-sharing program. Once a member of the ZipCar group, you can rent a vehicle hourly or daily. Contact: http://www.zipcar.com

Financial Information

Students assume full responsibility for the payment of their bills by the due date. Without payment, you cannot register for courses or receive a MiddCard.

Extra Course Fees
The tuition fees entitle you to enroll in three full courses at the graduate level (six-week session), or one level of the intensive language program (seven- or eight-week session). Students may sometimes be permitted to take an extra course by special permission of the Director of the School.

If you receive permission to take an extra course for credit, you must pay the extra course fee of $1,615 per unit. There is no fee adjustment for a student carrying less than a full load of studies.

Doctoral Students
Doctor of Modern Languages students staying on campus during the summer to consult with their advisers, to audit classes prior to examinations, or to defend their dissertations pay for prorated room and board only.

The dissertation fee for students defending in 2011 is $2,200, payable at the time the dissertation is submitted.

Special Fees
  • Late Payment $50
  • Late Course Change $10
  • Late Placement Test $25
  • Replacement of ID $20
  • Late Registration $25
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Payment of Fees
Around April 15, you will be notified by e-mail that a bill is ready to view with a link to view the bill. You have the option to either print the bill and send it via mail or pay online. Online paying methods can be electronic check or by credit card (a 2.75% convenience fee will be applied if paying by credit card.) If a third party is paying your bill, you can designate an authorized payer to be set up to make payments on your behalf.

You will be delayed at the welcome center if your account has not been paid in full. 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 April 15 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.

Financial Aid
The Language Schools financial aid budget is limited and does run out. Funds are offered on a first-come, first-served basis. Your financial aid eligibility may be a combination of grant and loan, to be determined by Student Financial Services. A grant is direct assistance to you that does not have to be repaid. Your grant will be credited directly to your account once you have sent in all requested information and you have signed and returned the second copy of your Financial Aid Notification. The loan portion is not mandatory, but if you do not borrow, you will be responsible for that part of your costs. Your Stafford loan eligibility will be determined after you have made a loan application and submitted your 2011–2012 FAFSA. All aid is contingent on maintaining satisfactory progress in the course of study you are pursuing according to the regularly prescribed standards and practices of Middlebury College. International students and students in non-degree programs do not qualify for federal funding; however, alternative loans may be available for you. For more information, please visit http://www.middlebury.edu/offices/support/sfs/loans. International students should be aware that the portion of grant aid you receive that is applicable to room and board costs may be taxable according to IRS tax code. Contact Corinna Noelke, at 802.443.5742, for more information.

There are two types of Federal Stafford loans (subsidized and unsubsidized) available to students in a degree granting program. The interest rate on these loans is at a fixed rate of 6.8%. Federal Subsidized Stafford loans are based on financial need, and eligibility is determined on the basis of the information provided on the Free Application for Federal Student Aid. Repayment begins six months after you graduate or cease to be enrolled at least half time, and the interest is paid by the government while you are enrolled and during grace periods. Federal Unsubsidized Stafford loans are not based on need; you may borrow up to the total cost of education minus the total of other aid you received, including any Federal Subsidized Stafford loans, subject to annual limits (Graduate students may borrow up to $20,500, of which a maximum of $8,500 can be subsidized). The interest on an unsubsidized loan may be paid while you are enrolled, or you may choose to have it accrue and be capitalized, which means that you end up repaying a larger amount. Repayment of the principal is deferred until after you graduate or cease to be enrolled at least half time.

The exact types and amounts of loans will be determined after you have submitted your 2011–12 FAFSA and made a completed application. The amount that we indicate you can borrow is the maximum allowable, and may include required federal fees. We base your loan eligibility on your total cost of education, including travel and personal expenses. Think carefully about the amount of loan that you want to borrow so that you do not borrow more than you actually need. Loan funds are drawn down electronically and will be credited directly to your account. If you are selected for Federal Verification, we will need to collect your 2010 Federal tax returns and W-2’s. If you have any questions regarding your Stafford Loan eligibility, please contact Mary Brady, Loan Coordinator at 802.443.5665.

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.

Any amount of Middlebury grant, and/or Federal Stafford loan which exceeds your billed fees will be refunded to you after you have arrived on campus in the summer. If you are attending a program abroad, refunds 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 Alisa Cutter in Student Financial Services at 802.443.5997 or at cutter@middlebury.edu, as to the correct address to send your refund.

If you receive financial aid from an outside source, (e.g. your employer), it will first reduce or eliminate the “gap” between your need (as defined by Student Financial Services) and the percentage of that need that we were able to meet with Middlebury grant aid. Any amount of outside
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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.

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.

Veteran’s Benefits

If you are attending the Language Schools under the Veterans Readjustment Benefits Act, you should take your certificate of eligibility to the Associate Registrar, Jen Feehan, Munroe Hall, 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, Sunderland 125 (ext. 5745) is available to meet with students to discuss general questions associated with the Fulbright Program. Undergraduates enrolled at Middlebury apply through the Middlebury Office of Student Fellowships and Scholarships; students 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 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, a student must complete and sign an official withdrawal form at the student's 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 who are in receipt of a 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 $2,000. This withdrawal fee is being assessed because a place had been reserved for the student.

There are no refunds if a student withdraws after the end of the fifth day of classes. A student who is forced to withdraw after the fifth day of classes for a documented health or family emergency should contact the Vice President of Language Schools, Schools Abroad and Graduate Programs to discuss the possibility of a partial refund.

If a partial refund is granted, financial aid will be pro-rated based on the amount of time the student was 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.

Withdrawal and Refund Information for Schools Abroad—on a Semester Basis:

Students who are dismissed or who withdraw voluntarily from a School Abroad shall forfeit all fees. Students who are forced to withdraw after the start of the program for medical reasons (certified by a physician) or serious emergencies
Financial Information

shall forfeit the enrollment deposit and any non-recoverable expenses (e.g., Russian visa), but may receive refunds for any additional amounts paid according to the table below, providing written notification of withdrawal and receipt is received by Middlebury College within this time frame. All programs are considered to start on the first day of orientation.

Before program begins: Forfeit of $400 deposit and any non-recoverable expenses (e.g., visa)
Before end of 2nd week of program: 60% refund of amounts due and paid
Before end of 4th week of program: 20% refund of amounts due and paid
After the 4th week of program: No refund

Reapplication after withdrawal: A student (graduate or undergraduate) who wishes to reapply after having withdrawn or been asked to withdraw for medical or psychological reasons should submit a letter from a treating physician or psychotherapist indicating that the student is prepared to undertake an intensive program of study, and noting what specific accommodations, if any, are requested.

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

Tax Information

U.S. Citizens and Green Card Holders
Most funds you receive from the College for financial aid to cover tuition, living and school expenses are reportable by Middlebury College on IRS 1098-T, Tuition Statement. In addition, funds received from outside sources and most funds you receive from departments within the College but outside the Financial Aid Office for travel, stipends, internships, fellowships, grants or awards are reportable on that form. This tax form is mailed each January for the previous calendar year. The form will show tuition billed to you (Box 2) and any aid applied to your account (Box 5). Financial aid that is greater than tuition or not applied to tuition like monies received for travel is considered taxable income and must be reported as such on your or your parent’s tax return. If you received no aid or aid less than tuition, you may be able to claim an education tax credit. See this Web site for more information. http://www.middlebury.edu/offices/business/tax/tax_forms. For more information on what type of payments to you are taxable or not, see http://www.middlebury.edu/offices/business/tax/payment_students.

Foreign Nationals
All foreign nationals are required to provide information such as visa, passport, address, etc. for tax filing purposes by filling out a form on a secure Web site. You will receive an email from taxmanager@middlebury.edu with a link, username, and password for use on the secure Web site called FNIS (Foreign National Information System) in advance of your program start date. It is your obligation to respond in a timely manner to this request. Based on the information provided, we will determine whether you are a non-resident alien or a resident alien for tax purposes. We do not share this information with immigration officials. We use this information to determine whether any financial aid received by you or tuition billed to you is reportable to the IRS. Once your tax status is determined, you will be asked to provide signed tax documents (usually a summary of the data you submitted and Form W-8BEN or Form W-9, and in some instances Form 8233). In addition, we generally need copies of the picture page of your passport, visa page of passport, both sides of I-94 and I-20 or DS-2019, etc. depending on your actual visa status. Resident aliens for tax purposes are treated like U.S. citizens and will receive Form 1098-T (see above). For non-resident aliens, only financial aid covering non-tuition expenses is taxable unless treaty benefits or other circumstances apply and reportable by the College to the IRS on Form 1042-S, Foreign Person’s U.S. Source Income Subject to Withholding. If the award is taxable, the tax is 14% for F and J visa holders, 30% for all other visa holders. Taxes are posted to your student account and due by the program start date. The tax withholding is also reported on Form 1042-S which will be sent out next February. For more information on which countries have tax treaties and similar questions see: http://www.middlebury.edu/offices/business/tax/info.

If you continue to have questions, please contact the Tax Office, Corinna Noelke at taxmanager@middlebury.edu or 802.443.5742.

Social Security Number/Taxpayer Identification Number
In order to report information on tuition and aid on aforementioned Form 1098-T properly to the IRS, the College is required to ask for your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). If you have either, it is your obligation to submit the number. The College has strict policies in place to protect your data privacy. The last four digits of your SSN or ITIN will be used on the copy of Form 1098-T which is sent to you. The full number is sent via a secure link electronically to the International Revenue Service (IRS) which uses it as a unique identifier to record your 1098-T information on your “account” with the IRS. Foreign nationals who do not have either number are exempt from this requirement.
Residence Hall Regulations

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 cocurricular 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 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 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 cannot block an exit; decorations cannot be near an ignition source; only one wall per common space can be decorated (with the exception of posters or pictures framed in glass, in which case more than one wall may be decorated).
• Nothing can be posted in an exit route (hallways, stairways, etc.).
• Any unauthorized air conditioners will be confiscated. The items will be stored until the end of the session, at which time the owner will need to make arrangements with Facilities Services to pay the mandatory storage fee and make an appointment to collect the confiscated item. If an item is not claimed at the end of the session it becomes the property of the College.
• Items in violation of fire safety guidelines will be confiscated. Fire Safety violations include: possession of candles, incense, halogen lamps, portable heaters, or Christmas tree lights (with the exception of “roplights”), dangerous chemicals, or hazardous materials. Fire safety violations also include: smoking, blocking the means of egress, or hanging tapestries on more than one wall and/or the ceiling. Discovery of any of these violations will result in confiscation and disposal of the prohibited item, and a minimum fine of $50 and the possibility of additional disciplinary action.
• 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 $300 plus the cost to repair or replace equipment, and the individual is subject to disciplinary action. This equipment includes smoke detectors, smoke detector batteries, carbon monoxide detectors, and sprinklers. Any problems with smoke detectors must be reported to the Department of Public Safety or Facilities Services immediately, as nonfunctioning detectors endanger the lives of all residents. If a signal alerts Public Safety to a malfunctioning unit, dorm rooms will be checked and action will be taken to repair the smoke detector.
• Occupants must exit a building when a fire alarm sounds. Failure to do so is considered dangerous behavior and can result in disciplinary action as well as a $200 fine.
• 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 equipment; or to remove an item in violation of College regulations.

Smoking Policy

The Vermont Clean Indoor Air Act prohibits 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 prohibited in all residence halls, including the small houses. Failure to observe this policy will be treated as a fire safety violation and subject to the same penalties. In addition to indoor spaces, we kindly ask you to refrain from smoking in entryways and in places where people generally congregate.
Residential Life and Personal Safety

Furnishings
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 the replacement cost of 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 readily available, and students are responsible for keeping their rooms in order. The custodial staff cleans and maintains common areas, such as kitchens, bathrooms, and lounges daily (unless the facility you are residing in has less than 19 people and then the facility is on a reduced cleaning schedule), with the exception of Sundays.

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.

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
Students, faculty and staff using bicycles on campus are required to register their bicycles at the Department of Public Safety. Bicycles should be kept in the rooms or racks provided for their storage. They should not be in residence halls, other buildings, or chained to other objects on campus. There is a charge of $25 for bicycles removed from unauthorized places.

Refrigerators
If you would like to pre-order a small refrigerator for your dorm room, please call the College Bookstore at 802.443.5334 to place an order. The store will hold the refrigerator for you to pick up when you arrive on campus. The Bookstore will also have a limited number of refrigerators in stock to sell to students who have not pre-ordered. The store will buy back at a discount refrigerators purchased there if the item is in good condition and with the original receipt.

Pets
Pets are strictly prohibited on campus. There is a fine of $25 plus the cost of impoundment for any pets brought to campus.

Laundry
There are 15 laundry rooms (Hepburn, Gifford, Painter, Atwater, Coffrin, Hadley, Munford, Stewart, Kelly, Brackett, Prescott, Palmer, Brooker, LaForce) on campus; each room contains both washers and dryers. The laundry at Forest Hall is offline for summer 2011. All machines are operated by a Smart Chip card. Smart Chip cards cost $2 and will store a value up to $99. Card machines are located at the entrance to Ross Dining Hall, at McCullough next to the ATM, and the Atwater laundry room. Cards can also be purchased at the College Store in Proctor Hall. For inquiries regarding money lost in laundry machines or any other questions, contact the MacGray Company online at http://www.macgray.com/customer.html, or call their Customer Service number at 1.800.MAC.GRAY (1.800.622.4729).

Please see the insert in the arrival packet distributed at the Language Schools welcome center for additional information on commercial laundry services. Mountain Fresh Cleaners (388.2842), located at 10 Washington Street in Middlebury (Shaw’s shopping plaza), offers wash and fold service and has ten coin operated washers for public use.

Security and Access to Student Residences
Middlebury College residence halls are secured by the enhanced 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 School program, dining area or laundry facility. The enhanced access system is monitored 24 hours a day by the Department of Public Safety. The system will display alarms when a door is propped open; the components are tampered with; forced entry occurs; or 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 Public Safety.

Escorts
Public Safety can provide escort service for personal safety on campus after dark. Call x5133 to request assistance or x5911 to report an emergency.
Residential Life and Personal Safety

Personal Property
Middlebury College 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, call x5911 for assistance from Public Safety staff, or go directly to the emergency room at Porter Medical Center. Persons with possible neck or spine injuries should never be moved. Always call an ambulance. For all other emergencies, use the red phones located in the dormitories to connect directly with Public Safety, or use any campus phone to reach the Public Safety office at x5911. Public Safety will contact the fire department, police, ambulance, etc., if required.

Emergency Phones
Red emergency phones are located in dorms and academic buildings all over campus. Pick up the receiver and the call will be automatically connected to the Public Safety telecommunications center.

Campus phones require the caller to dial 911 for police, or 5911 for Public Safety. They may also be used for nonemergency inter-campus calls by simply dialing the extension.

Parking Lots that are primarily used by students have emergency phones that can also be used to make calls to campus extensions. These phones can be recognized as having black pedestals with blue globes on top. These phones have no receiver, but have a keypad and speaker system. For emergencies, press the red button labeled “Help”; the call will be answered by Public Safety. Or dial 911 and the call will be connected to the Vermont State Police dispatch center. The Department of Public Safety telecommunications center will receive simultaneous notification of any 911 call made from a College phone or College emergency phone.

Residence Hall Entrance Phones. There are emergency phones at the main entrances of the large residence halls equipped with card access. These phones are the same phones found in the parking lots. Each phone has an emergency button and can also be used to make calls to campus extensions.

Middlebury College Department of Public Safety (DPS) 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 5911. 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 (Vermont State Police) only in an emergency, which means you are in need of immediate police, fire, or medical response. Both the State Police and DPS receive immediate information indicating the address where the call initiated. While the caller is speaking to the Vermont State Police dispatcher, DPS is dispatching an officer to the location.

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 Middlebury College DPS directly, use a red emergency phone or dial 5911 from any campus phone or 802.443.5911 from an off campus phone.

Local Law Enforcement Agencies
• Middlebury Police Department: 802.388.3191
• Vermont State Police: 802.388.4919
• Addison County Sheriff’s Office: 802.388.2981

Public Safety officers are often the first responders 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. Middlebury College also has an enhanced 911 system. This allows for emergency calls from the campus telephone system to be sent directly to the Vermont statewide 911 service.

Emergency Planning and Preparedness on Campus
Events on other campuses and around the world make us aware that Middlebury is not insulated from threats and concerns for safety and security.

With the proliferation of cell phones it is sometimes impossible to reach students in a timely fashion using the methods relied upon in the past. Middlebury has implemented an emergency broadcast notification system, AlertFind, that will allow the College to send out information to cell phones, e-mail accounts, and other extensions in a rapid and organized manner. This system can only reach you if we have 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 in the on-line directory. **If you own a cell phone, it is in your best interest to provide your number for this purpose.**
Residential Life and Personal Safety

The AlertFind system was chosen by the College because it can 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 system allows the College system managers to specify device-to-device escalation rules so messages 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 the Personal Information tab. 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.

- A message sent to e-mail will have the following sender information: alerts@middlebury.edu
- A message sent to phones will display the following number: 888.278.2673
- A message sent by SMS (text message) will display the following number: 55626 on the phone

Dining

Everyone, including those who have been given special permission to live off campus, is required to eat in the dining halls. There are four dining halls assigned to the Language Schools: Atwater, Proctor, Ross, and Ross Fireplace Lounge. Each School is assigned specific dining times in one of these dining halls for breakfast, lunch and dinner. 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.

All students, faculty, faculty dependents, and summer staff must present MiddCards at the dining rooms at each meal. Dishes may be taken onto the terrace adjacent to the dining room. 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 or terrace. 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 halls or terrace. 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 hall or on the adjacent terrace. If you have special dietary needs please complete the dietary request form (available on the pre-arrival Web site) and speak with the chef in your dining area.

To Request Kosher Meals:
Please submit a dietary request form (available on the pre-arrival Web site) to the Coordinator for your School by May 13, and s/he will help you arrange this service. Meals will be prepared in a Kosher kitchen and delivered to you at your dining hall. (8-week students who do not submit the Special Dietary Request Form by May 13 will receive pre-packaged kosher meals for the first two weeks of the program and freshly prepared meals thereafter.)

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 Grille, located in McCullough Student Center.

Final Meals
Beginning with dinner on Friday, August 12 (served from 5:30–8:00 P.M.), all meals for students, faculty, and staff remaining on campus will be served in Proctor Dining Hall. The final meal for all students is brunch on Saturday, August 13 (served from 8:00 A.M.–1:00 P.M.)

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 $6; Lunch $12; Dinner $17.

English-speaking Summer Employees are to eat in Redfield Proctor.

Dining Hall Schedules
The standard dining schedule for summer 2011 is:

Weekend Breakfast and Brunch (6/25–8/13):
Continental breakfast is served 8:00 A.M.–10:30 A.M., and more substantial brunch items are offered from 10:30 A.M.–1:00 P.M.
Dining

Ross: Russian, German, Portuguese, Hebrew, and Chinese
Proctor: French, Spanish, Italian

Weekday Breakfast (6/27–8/12): 6:30 A.M.–9:00 A.M.
Ross: Russian, German, Portuguese, Hebrew, and Chinese
Proctor: French, Spanish, Italian

Lunch and Dinner
Ross
First shift: Russian
Lunch 12:00–1:00, Dinner 5:30–6:30
Second shift: German
Lunch 1:00–2:00, Dinner 6:30–7:30

Ross Fireplace Lounge
First shift: Hebrew
Lunch 11:30–12:50, Dinner 5:30–6:50
Second Shift: Portuguese
Lunch 1:00–2:00, Dinner 7:00–8:00

Atwater
First shift: Chinese
Lunch 12–1:15, Dinner 6:00–7:00
Second Shift: Italian
Lunch 1:15–2:15, Dinner 7:00–8:00

Proctor
First shift: French
Lunch 11:30–1:00, Dinner 5:30–6:40
Second shift: Spanish
Lunch 1:10–2:30, Dinner 6:45–8:15

Other Dining Options
The Grille, Crossroads Café (formerly the Juice Bar), and MiddXpress, located in the McCullough Student Center, are open to the College community. Because these facilities are frequented by people from all Schools 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.

Crossroads Cafe
Monday through Thursday: 8:00 A.M.–MIDNIGHT
Friday: 8:00–1:00 A.M.
Saturday and Sunday: 6:00 P.M.–1:00 A.M.

The Grille
Monday through Thursday: 11:30 A.M.–MIDNIGHT
Friday: 11:30–1:00 A.M.
Saturday: 6:00 P.M.–1:00 A.M.
Sunday: 6:00 P.M.–1:00 A.M.

MiddXpress
Monday through Friday: 8:00 A.M.–MIDNIGHT
Saturday and Sunday: 6:00 P.M.–MIDNIGHT

Wilson Cafe
Monday through Thursday 7:30 A.M.–10:00 P.M.
Friday: 7:30 A.M.–2:00 P.M.
Saturday: CLOSED
Sunday: 2:00–10:00 P.M.

Academic Matters

Attendance
Participation in all classes is mandatory and an integral part of the academic program. Normally students are not permitted to miss more than three days of class. Missing more than three days will likely result in removal from the program and failing grades. No reimbursement will be given in such cases.

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. Check your School’s arrival information for times and locations of placement tests. Your School will also provide you with information about the time and place for advising and course selection.

Registration
Language Schools 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.
Academic Matters

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. Deadlines are indicated in the following chart. 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 13, you will receive a grade of WD. If you drop a course after July 13, you will receive a grade of WD/F. Notifying your instructor of non-attendance does not constitute official withdrawal from a course.

Add/Drop Deadlines:
- **8-week session:** June 28
- **7-week session:** July 7
- **3-week session:** end of the third day of class

*Last date to drop without grade penalty for any School is July 13*

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. 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. 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
The Master of Arts degree in Chinese, French, German, Italian, Mediterranean Studies, Russian, or Spanish requires twelve units in the areas of language, literature, and civilization. Receipt of the BA degree or the equivalent from a regionally 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 (see Transfer Credits). 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 eight-week session of the Arabic, Chinese, Japanese, and Russian Schools normally earn four units of credit. Students enrolled in the seven-week session of the French, German, Hebrew, Italian, Portuguese, and Spanish Schools normally earn three units of credit. Students enrolled in the six-week graduate programs of the Chinese, French, German, Italian, Russian, and Spanish Schools normally earn three units of credit. Graduate students are not permitted to repeat a course for which they have received a passing grade and earned 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 advisors.

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

against taking more than the normal load. Permission to take a fourth course must be obtained from the Director or Associate Director of the School, and is given only in rare exceptions, and only to graduate students who have studied previously at the School. Students are billed for extra courses after the beginning of the session (see Extra Course Fees). Payment in full is due upon receipt of the bill.

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 2011 session will expire after the end of the 2021 session. The validity of a degree, which certifies a level of achievement, does not expire.

Independent Study Courses
Students may not earn academic credit for independent study courses conducted outside of the summer term (with the exception of courses taught at a C.V. Starr-Middlebury School Abroad).

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). 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 either the language of study or a related discipline. In either case, to be considered for transfer credit these courses must be taught entirely in the language of the student’s degree program. We do not accept certificate courses, asynchronous online courses, correspondence courses, independent study, 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 or credit/no credit, 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.

Auditing
Auditors are normally not allowed in intensive language courses. With the permission of the Director of the School and the instructor, and if space permits, regularly enrolled full-time students may audit additional courses at the graduate level in the same school without charge. In rare cases, regularly enrolled students may change their status to that of auditor with the permission of the Director of the School, but never after the third week of the session. Any student who is granted special permission to change their registration status from full-time registered to auditor will no longer be eligible for any grants or Federal loans. Auditors may not change their status to that of regularly enrolled students without permission of the Director of the School, and never after the first week of the session.

Auditing privileges are occasionally granted to individuals not enrolled in one of the Language Schools, with the permission of the Director of the School. Final decisions on the acceptance of auditors are not made until after the completion of formal registration of full-time students. On-campus housing cannot be guaranteed to auditors. Auditors are subject to the Language Pledge and they may take advantage of the co-curricular cultural program of the School, but they may not take an active part in classroom activities or expect out-of-class attention from teachers.

Audited courses are not recorded on the Middlebury transcript for the summer Language Schools or the C.V. Starr-Middlebury College Schools Abroad.

Auditors should check with School offices about the availability of on-campus housing. After receiving
permission to audit from the Director of the School, auditors should see the Language Schools Budget Coordinator, in Sunderland 210, for payment of fees and MiddCard authorization. The auditing costs per week are: tuition—$1022; room and board—$704.

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 13 are entered on student transcripts as WD with no grade. A grade of WDF is recorded for courses dropped after July 13. Requests for a grade of WDP (Withdrawal/Pass) will be granted only in cases of documented and unforeseeable medical or family emergencies. Pass/Fail grades and notations of “no credit” or “auditor” are not available.

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 course work, the following circumstances will result in course work, grades, and GPA being posted to the undergraduate transcript:
• A student taking summer Language Schools undergraduate-level courses.
• A student taking summer Language Schools or Bread Loaf School of English courses at the graduate level who wishes to apply them to their undergraduate BA degree.

NOTE: Middlebury Undergraduates planning to use summer graduate-level course work toward the undergraduate degree must let the Registrar’s Office know by the end of the summer session.

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 the overall Middlebury record.

Post BA: Courses taken and grades earned at a Language School at the undergraduate level after the Middlebury BA has been awarded will not be included in the BA GPA.

Incompletes
Incompletes are seldom given in the summer session and only for illness or compelling reasons, 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. Students will be notified via email when final grades are available. Grades are never released over the phone. Students will need their student ID number to access grades via BannerWeb.

Student Records
In accordance with FERPA (Family Educational Rights and Privacy Act of 1974) 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...
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 notify the coordinator of your school.

- **Academic records**— A transcript for each student is kept in the 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 Registrar’s Office. Forms for making such requests may be obtained from the Registrar’s Office in Munroe Hall. 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, Jen Feehan.

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 Maryland 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**
Official transcripts must be requested in writing by the individual student from the Registrar’s Office, Munroe Hall, Middlebury College, Middlebury, VT 05753. Request forms are available in Munroe Hall or on the Web at http://www.middlebury.edu/offices/academic/records/transcripts. 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.

**Graduation**
The 2011 Commencement ceremony will take place on Friday, August 12 at 8:00 p.m. in Mead Chapel. If you expect to receive the MA or DML degree at the 2011 Commencement, you must confirm in advance with the Coordinator of your School 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.
Academic Matters

If you plan to graduate in August 2011, 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 after August 10. Information about graduation procedures will be sent in July.

MA Fee for Gown is $45.75. Gowns (includes hood, mortar board and tassel) are ordered by random sizing, S, M, L, and are yours to keep. For information on personalized announcements, go to www.Jostens.com.

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 and Information Services (LIS)
Library and Information Services (LIS) provides infrastructure, service, and support to identify and implement technologies that enhance the mission and operations of Middlebury College.

LIS brings knowledge to you. We help you explore, use and contribute to it as you engage the world.

Libraries
The Davis Family Library, the Armstrong Science Library and the Davison Library (Bread Loaf campus) comprise the Middlebury College Libraries.

The Davis Family Library
The Davis Family Library houses the majority of the physical collections and support services available to the Language Schools and provides climate controlled, light filled, comfortable seating and study spaces to accommodate individual and group research needs.

The Music Library
In June of 2011, the collection of the Music Library will be moved into the Davis Family Library. We fully expect all materials to be available for the Language Schools.

Armstrong Library
The Armstrong Library, located on the second floor of McCardell Bicentennial Hall, houses a small collection of language dictionaries and holds collections in biology, chemistry, environmental studies, geography, geology, physics, and psychology. The Armstrong Library offers comfortable computing and study spaces for individuals and groups in a climate controlled environment.

Other Library Information
- LIS maintains several academic computing facilities with computers running Windows or Macintosh operating systems. Network connections are available from all on-campus residences.
- Library lockers and study carrels are available at the Libraries and may be reserved at the Circulation Desks.
- For Library hours of operation, please consult the hours webpage at go/hours.
- All LIS policies included in the general College Handbook apply to Language Schools (go/handbook).
- Please supervise children under the age of 12 in the libraries.
- Please be aware that in addition to the Language Schools, study spaces and resources are shared by a diverse community of users during the summer, including the School of English and academic year faculty and research assistants.

What is GO?
- Available to the entire Middlebury College community, GO allows you to easily find services.
- Simply type the GO links into your browser’s address field.
- GO links only function when you are on campus.

Borrowing, Technology, and Research Services
Circulation desk (Ext. 5494) offers assistance with borrowing, short-term equipment loans, and reserves.

The Technology Helpdesk (Ext. 2200) offers assistance with computing, technology, classroom, event, lab, and media needs. Information about services and documentation may be found on the LIS web pages (go/helpdesk).

The Media Development Lab provides specialized equipment, software and technical support for editing digital images and video.

A valid Middlebury College ID is required to borrow library materials. Please check the LIS web pages for detailed borrowing guidelines (go/borrow).

Library Orientation
Offered at the beginning of each session. Students needing detailed assistance are encouraged to request a research consultation. Printed guides to the collections are available at LIS service desks for all languages taught at Middlebury College. Electronic guides are accessible at go/subjectguides.

MIDCAT—Online Catalog (go/midcat)
The Middlebury College online catalog, called MIDCAT, provides information on materials in the Library’s electronic and physical collections. The catalog can be consulted from anywhere there is internet access. From the College homepage, choose “Academics,” then choose “Library,” then start your search in MIDCAT (Library Catalog) from the searchbox displayed in the green box.

My Midcat (go/mymidcat)
Use the My Midcat link to search the catalog and place requests; to access information about what you have checked out; and to renew your library materials; to place requests; to set up preferred searches; to check the status of your requests and to retrieve article requests. To log in, enter your Middlebury username and password (the same one as for webmail).
College Services and Facilities

Dictionaries
Language dictionaries are located in the reference collection and in the shelves as follows:

- Italian PC 1625
- Chinese PL 1420
- French PC 2625
- Portuguese PC 5333
- German PF 3625
- Russian PG 2625
- Hebrew PJ 4833
- Spanish PC 4625

The MLA International Bibliography indexes critical works on language, literature, and folklore. It is available through the online system (1926–present) go/mla.

Collections (go/lib)
Materials in all languages are intershelved in the shelves by subject, except for works in Chinese and Japanese, which can be found in the respective collections. Textbooks and other materials that also include English are shelved by subject. All materials in these collections are included in MIDCAT, and may be searched by subject or by romanized title or author. The Pinyin romanization system is used for Chinese materials. Foreign language browsing collections of books and DVD’s can be found in the Davis Family Library, directly behind the Information Desk.

Newspapers and Periodicals (go/journals)
LIS 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. Current issues of selected foreign language newspapers can be found adjacent to the lower level reading room of the Davis Family Library, for a broader selection follow the link for Newspapers Direct (go/nd).

Media Collections
Most media materials needed for course viewing are available at the Davis Family Library Circulation Desk and may be borrowed by students for use in the library. VHS and DVD’s may be viewed at any of the media carrels in the Davis Family Library. Some carrels also contain laserdisc players. Two group viewing rooms (seating up to 12 people) may be reserved for group use.

Loaner media equipment and laptops are available on a first-come, first-served basis for short-term loan to supplement equipment issued to each Language School (go/equipment).

Library materials may be returned to any of the Circulation Desks during open hours. Library book drops are available at the Davis Family and Armstrong Libraries for returns anytime. Reserve materials and media loaner equipment must be returned to the library from which it was borrowed.

All materials are subject to recall.

All borrowers are responsible for payment of charges assessed for damaged, overdue or lost materials.

NExpress and Inter Library Loan
For research materials unavailable in the Middlebury Library collections, Language Schools students may order items through NExpress or ILLiad. Students on campus in Middlebury, VT may request articles and loans; off-campus students are limited to article requests only.

NExpress: NExpress is a consortium of libraries in New England with a combined catalog. NExpress is both faster and more flexible than traditional ILL (go/nexpress).

ILLiad: For traditional ILL requests, requests may be submitted directly into ILLiad or by using the links from Worldcat and other Library databases (go/ill).

Borrowing (go/borrow)
Please feel free to direct any questions about borrowing to Circulation Services. Please send an email to library_circulation@middlebury.edu, or call ext. 5494, or stop by in person at any of the Circulation Desks.

Know your due dates. Library loan periods vary by type of material. You can check your due dates on your personal library account through My Midcat (go/mymidcat) or by consulting with Circulation Desk staff.

Check your Middlebury email regularly. Library notices are sent by email to update you on requests you have placed and to notify you of upcoming due dates.

You are welcome to retrieve materials from the shelves anytime during open hours.

Some materials within the collection, including Reference, Reserves, and Media (VHS, DVD, Laserdisc) may be restricted to use within the libraries. Hourly Reserve materials must be used within the libraries.

Library materials may be returned to any of the Circulation Desks during open hours. Library book drops are available at the Davis Family and Armstrong Libraries for returns anytime. Reserve materials and media loaner equipment must be returned to the library from which it was borrowed.

All materials are subject to recall.

All borrowers are responsible for payment of charges assessed for damaged, overdue or lost materials.
College Services and Facilities

Reserves (go/reserves)
Faculty may request books, articles and media items to be placed on reserve either as hard copies at the Library, or electronically on ERes.

Books, articles and media items placed on reserve at the Library have short loan periods, and may not be permitted to leave the Library. Search for items on Reserve (go/reserves) by your course number or faculty last name. Please be sure to check the loan period when you borrow an item.

Electronic reserves (go/eres) can be accessed via a password provided by your faculty, or by following the link to “forgot your course password” on the ERes Homepage.

Technology Help Desk (go/helpdesk)
The Technology Helpdesk offers assistance with computing needs. Please call ext. 2200, send an email to helpdesk@middlebury.edu, or stop by in person at the Davis Family Library. Student consultants and staff are on duty to provide walk-in assistance between 8:00 A.M. and 10:00 P.M., with reduced hours on weekends. Technology help is online. This wiki (https://mediawiki.middlebury.edu/wiki/LIS/Tech_Helpdesk_Public_Documentation) contains extensive information on LIS services and support, use of our facilities, access to your computing accounts, use of the network, use of file servers, how and where to print, how to use e-mail and insert foreign characters into documents.

Academic Computing Facilities
Several academic computing laboratories on campus are available for your use. LIS maintains a dynamically updated Web site showing locations of “Smart” classrooms, public labs, and wireless hotspots. This site will also tell you which computers are currently available, in use, or powered off. http://go.middlebury.edu/findapc

All computers have network access software and support multimedia curricular materials. LIS computers provide word processing and spell-check support in all languages offered through the Middlebury Language Schools. During the final two weeks, computer access will be limited due to examinations. We recommend that you bring your own computer with you if at all feasible. Please plan accordingly.

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. The first time you launch a browser on the Middlebury network you will be required to register your computer. Once you are registered, you will have access to electronic mail, file servers, and the Internet. You may bring your computer to the Technology Helpdesk in the library for assistance registering your network connection.

Computer Account and Password Service (go/password or go/activate)
You can learn your username and set passwords for your email and network accounts on the Web at http://go.middlebury.edu/password. You will be asked for your eight-digit 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.

E-Mail (go/webmail)
The College requires you to activate your Middlebury network account. There are several reasons for this:
- This activates your Middlebury e-mail account
- Middlebury’s emergency notifications go out via e-mail
- All library borrower notices are sent by e-mail
- My MIDCAT functions (book renewal and requests, NExpress and ILL requests) require your Middlebury account
- Off-campus access to subscription library resources require your Middlebury account
- Access to your course Web sites in Segue

You can access your e-mail through the Web. You can learn your username and set (and change) the password for your e-mail account on the Web at (go/activate). If you wish to forward your Middlebury e-mail to an existing e-mail account, you can do so at http://go.middlebury.edu/forward (go/forward). Once forwarding is set, no mail will be delivered to your Middlebury mailbox. Documentation on forwarding can be found https://mediawiki.middlebury.edu/wiki/LIS/Mail_Forwarding

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 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
College Services and Facilities

- 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.

Curricular Technology
Middlebury has a variety of technologies for teaching, learning and research available to faculty, students and staff. You’ll find information about how the technologies can be used, what tools are available, and stories about their uses on the Curricular Technology Web site at http://www.middlebury.edu/offices/technology/ct.

Segue—Middlebury’s Course Management System
Segue (go/segue) is a curricular content management system designed for teaching, learning and research. It is essentially a synthesis of wikis, blogs and traditional content management systems.

- Documentation can be found at: http://segue.middlebury.edu/sites/segue
- Quick start Guide: http://segue.middlebury.edu/view/html/site/segue/node/657145

Printing
Printing Policy Summary
More information can be found at: https://mediawiki.middlebury.edu/wiki/LIS/Student_Printing_and_Quotas

- Pages are deducted from the student’s quota each time a print job is completed.
- Release stations hold jobs for up to 2 hours after which they are removed.
- Web Print allows you to print to any public printer from your personal computer or laptop.
- All student accounts will be activated for PaperCut.
- Students may add additional amounts to their PaperCut account balance. See Redeem Card or Add Credit
- Students should use public printers only.
- Students should submit requests for refunds through the PaperCut interface when printer malfunctions occur and making print output unusable. Requests for a refund will be processed once a week by the LIS Helpdesk during regular business hours. Urgent requests will be considered depending on the situation. Note: refunds will not be given for user error (duplicate printing, selecting wrong printer, etc...)

Printing Quotas and Rates:
- $25 = 500 single-sided pages for 8 week students
- $19 = 380 pages for 7 week students
- $19 = 380 pages for 6 week students
- $19 = 380 pages for 3 week grad-students

For students who attend the Language Schools in consecutive summers, any unused portion of their free print allowance will automatically be rolled over to the following summer and added to the next summer’s print allowance. Academic year students who attend the Language Schools will have their summer allowance added to whatever is carried over from spring, and any amount left over at the end of summer will be rolled over and added to their allowance for fall. Summer student printing term will start on June 5 and end on August 20.

College Bookstore
The College Bookstore, located in the lower level of Proctor Hall, sells required textbooks, foreign language references and auxiliary readings in foreign languages. General supplies, Middlebury and Language School clothing, dorm supplies and personal care products are also available. The College Bookstore accepts the following forms of payment: cash, checks and VISA or MC. Gift cards are also available for purchase.

College Book Store Hours:
Mon.–Fri. 8:30 A.M.–5:00 P.M.
Sat. & Sun. Closed

Arrival weekends:
Sunday, June 19: 10:00 A.M.–4:00 P.M.
Saturday, June 25: 1:00–5:00 P.M.
Sunday, June 26: 10:00 A.M.–4:00 P.M.
Saturday, July 2: 9:00 A.M.–1:00 P.M.

July Fourth weekend:
Friday, July 1: open all day
Saturday, July 2: open 9:00 A.M.–1:00 P.M.
Sunday, July 3: closed
Monday, July 4: closed
Tuesday, July 5: open all day

Career Services
Students enrolled in the Middlebury Language Schools have full, free access to the Career Services, part of the Center for Education in Action, located in Adirondack House. Typically, recruiters from private schools and the federal government come to the Middlebury summer Language Schools to conduct information sessions and job interviews, seeking to tap the unique language skills of our students. Dates, times, and locations for all of these events may be found on the Career Services’ online calendar. Language Schools students are also encouraged to meet with career counselors regarding:
College Services and Facilities

- Resume critique and job-search strategies
- Employment and internship opportunities
- Employer on-campus information sessions and interviews
- Summer workshop series scheduled at convenient times
- Information on how to look for language-based work

All students are invited to attend the Career Services Open House in early July. We offer Drop-In hours each week, Tuesday and Thursday from 2–5 P.M., when no appointment is needed to meet with a career counselor. After first meeting with a counselor through Drop-In hours, it is also possible to schedule an individual appointment for follow-up consultation. Appointments may be made by calling x3100. The office is open Monday–Friday from 8:30 A.M. to 5:00 P.M. A full range of career resources is also accessible on the Career Services Web site: http://go.middlebury.edu/cs0

Health Services

Parton Health Center offers care for acute illness and injury. We offer travel immunizations for our regular undergraduate students. We do not give allergy shots in the summer. We can assist with referrals to other medical resources in the community. If you have concerns about any chronic or long term health conditions, you should consult your primary care provider or specialist prior to coming to Middlebury. In preparation for your summer here, feel free to forward documentation of chronic health concerns, along with our summer Language School health form (located at our Web site address below) so that we may better serve your acute health care needs.

For further information, please visit our Web site at: http://www.middlebury.edu/studentlife/services/healthctr

Health Center Hours:

Weekdays June 20 through June 24: Noon–4 P.M.
Weekdays June 27 through August 12: 8:30 A.M.–4:30 P.M.
All Weekends: 9 A.M.–1 P.M.

The Health Center is staffed by registered nurses during our regular weekday business hours for walk-in care. There is a nurse available on weekends 9:00 A.M.–1:00 P.M. for telephone consultation and urgent health care needs.

Prescriber appointments with a doctor or nurse practitioner will be scheduled by the nurses for Monday–Friday, 8:30 A.M.–4:00 P.M.

Care at the Health Center: You will be asked to complete a health history form upon your first visit to the Health Center each summer. Come prepared with a list of any and all medications you take on a regular basis, health insurance information, immunization history and emergency contact information.

Care When the Health Center is Closed: For medical emergencies call 911. For health care that cannot wait until the following morning, you may be evaluated at Porter Hospital Emergency Department (802.388.4701). Porter Hospital is located on South Street in Middlebury, about one mile from campus. Please bring your health insurance card with you for any visits to Porter Hospital.

Medical Transportation: The Department of Public Safety can assist students with transportation for non-emergency needs from the campus to Porter Hospital. Students must find their own transportation for all other off-campus medical appointments.

Release from Porter Medical Center: 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 and infirmary are not equipped to provide this type of recuperative care. In some cases, and with permission of the Vice President of Language Schools, students will be permitted to attend classes or participate in cocurricular activities while being lodged off campus or while being cared for by a friend or relative.

Influenza-Like-Illness:

- Students should be prepared to have what they need in the event they become sick: thermometer, fever-reducing medication (Tylenol or Advil).
- Students with influenza-like-illness—defined as temperature 100.0 degrees or higher with a cough or sore throat not related to other conditions—should stay in their rooms.
- Self-isolation is recommended until the student is fever-free for 24 hours without using fever-reducing medications. This is important in preventing the spread of illness to our community.
- Students with ILI who are immunocompromised, have chronic medical conditions, or who have severe symptoms should contact the Health Center at 802.443.5135. If the Health Center is closed, students with severe symptoms should go to Porter Hospital.
- Students should avoid illness by getting adequate rest, hydration and practicing proper hand hygiene and cough etiquette.
College Services and Facilities

Americans with Disabilities Act (ADA)
The Middlebury College Language Schools recognize and support the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) which are designed to eliminate discrimination against qualified individuals with disabilities. Middlebury College is committed to making reasonable accommodations for qualified students with disabilities as required by law. We would like to take this opportunity to welcome you to the Middlebury College community and to ask that you inform us of any disabilities for which you seek accommodation.

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. Providing reasonable accommodations requires timely student input. If accommodations are not requested in a timely manner, it may be impossible for the College to provide them in the earlier portions of the summer program, which could significantly and perhaps irreparably impair a student’s ability to participate.

The College will endeavor to make reasonable accommodations as required by applicable laws. The process and services ordinarily available at the College are described in more detail in the College’s ADA Policy, which is available from the ADA Office or on the web. Qualifying disabilities can include, for example, visual impairments, hearing or mobility impairments, psychological and medical conditions, and learning disabilities which substantially limit one or more of a person’s major life activities and may necessitate modifications to the facilities, programs, or services of the College.

The information that you provide regarding any special needs will be shared only with those individuals involved in the coordination and facilitation of services and accommodations required to make our programs accessible to you. The College reserves the right to request current documentation of physical and/or mental disabilities prior to the determination and facilitation of appropriate accommodations; documentation requirements are discussed in more detail in the ADA Policy. Both the full ADA Policy and the Special Needs Identification Form are available from the ADA Office in a variety of accessible formats or on the web at http://www.middlebury.edu/studentlife/diversity/ada.

In assessing your needs, you should be aware that the summer session is an extremely intensive one. The program is highly strenuous, rigorous, and demanding for any student, including those with accommodations. Additionally, the campus at Middlebury is spread out and includes some steep hills. Students with mobility impairments may benefit from acquiring a personal mobility device, such as a motorized scooter, to assist with the navigation of the campus terrain. Please note that this type of personal equipment is the responsibility of the student. Similarly, the College is not responsible for services of a personal nature. Students with needs in this area are encouraged to consider obtaining a personal assistant or personal care attendant if they are unable to function independently on campus. Students requesting an air conditioner as an accommodation are advised that such requests should be made in accordance with the guidelines established in the Thermal Comfort Report located on the web at http://www.middlebury.edu/about/handbook/misc/thermal_comfort.

Note: Your request for accommodation MUST be supported by current and adequate documentation. The College’s documentation requirements are discussed in more detail in the College’s ADA Policy, which is available from the ADA Office. Generally, such documentation must: (1) be prepared by an objective professional qualified in the diagnosis of such conditions; (2) include information regarding the testing procedures followed, the instruments used to assess the disability, the test results, and a written interpretation of these results as they pertain to an educational environment and/or participation in the College’s programs; (3) reflect your present level of functioning in the area related to the particular accommodations being sought; (4) be appropriately recent, e.g., prepared within the last several years before the first request for accommodation. Please note that if you are seeking accommodation for a specific learning disability, there are additional documentation requirements described in the ADA Policy.

Insurance
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, 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.
College Services and Facilities

If you would like to inquire about purchasing insurance for the summer, please visit www.gallagherkoster.com/students or contact Gallagher Koster Insurance Agency, the plan administrator, at 617.769.6092 or toll free 1.877.320.4347 or at gallagherkoster.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

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 Service and Support Groups
Center for Counseling and Human Relations
Centeno House 3rd Floor
136 South Main Street
Middlebury VT 03753
802.443.5141
http://www.middlebury.edu/studentlife/services/cchr

Emergencies after hours or on weekends:
Contact Public Safety 802.443.5911 or call 911

The Center for Counseling and Human Relations is open Monday through Friday from 8:15 a.m. to 5:00 p.m.

The Center for Counseling and Human Relations is dedicated to providing excellent mental health services to Middlebury students. We are committed to practicing with the highest degree of professional ethics and supporting the College’s mission. We also value our collaborations with agencies and mental health practitioners in Addison County, the State of Vermont, and students’ primary care counselors, psychologists and psychiatrists. We define service broadly to include: crisis intervention; short-term counseling; referral; psycho-educational groups and discussions; psychological, substance abuse, learning style and psychiatric assessment; intern supervision, peer counseling training and consultation to the College community.

The Counseling Service is available for crisis intervention, short-term counseling, and referrals to local therapists for those wishing more long-term assistance. College counselors particularly understand the stresses of immersion language study. They can support students in discussing issues that arise in this intensive environment, as well as other concerns students may have.

Twelve-step and other support groups are available in the Middlebury area. For more information, contact the Counseling Center or Health Center. The Language Pledge is suspended in counseling sessions.

Immersion Stress:
The Language Schools are renowned for their excellence in producing high levels of language acquisition. The experience of language immersion, combined with the Language Pledge, open opportunities for students to communicate in their target language and deepen their cultural understanding.

• Language is one of our primary modes of self-expression. When learning a new language, we are initially limited in our ability to demonstrate our cognitive and creative capabilities, using our fledgling language skills.

• Embarking on a new language is like entering a new reality, for language is used not only for communication but as the medium through which we construct our world. The words available to us influence how we think about things.

• In this “new reality” our sense of self may be altered. Because of our limited language abilities, we may begin to perceive of ourselves as less competent than in our “native language personalities”. This may be unnerving for Middlebury language learners who are highly accomplished professionals, teachers, graduate students or undergraduates in their “real” lives.

• When arriving at Middlebury, one is confronted with a new social milieu. Making friends and discovering one’s position within this setting are natural concerns that many face. With limited communication skills, it may be difficult to let one’s personality shine through.

• A social hierarchy may develop, where more accomplished speakers seek out other accomplished speakers. Relatively inarticulate beginners may feel
frustrated at their inability to express complex ideas or make a precise point. They may find their ability to relate to others affected.

• Some students react by withdrawing from social interactions and feeling a lack of self confidence. Depression or anxiety may result. Students often go through several phases of feelings with regard to the language school experience. “Should I even be here?” “Am I at the right language level?” are questions that some students confront at the outset.

Coping Strategies

• Seek out opportunities to engage in activities where your skills, intelligence, and creativity can be expressed. It will remind you about who you fully are.

• Participate in sports and exercise; this is an excellent mode of self-expression that requires minimal language use.

• Go for a long walk alone: enjoy nature and solitude.

• When necessary, call family and friends at home to put language school (and other) concerns in perspective.

• Visit the Center for Counseling and Human Relations: it can provide you with a space where you can talk about your concerns (in English) and allow the full expression of your personality. (The Language Pledge is suspended at the counseling center.)

• Most of all, try not to be too hard on yourself. Remember, making mistakes is a natural, integral part of learning a new language.

Tips on Being a Good Language Learner

• BE OBSERVANT: Keep your eyes and ears open. Much of what you need is going on around you rather than in your teaching materials.

• BE (OR BECOME) AN EXTROVERT, PARTICIPATE: Jump in, ask when you don’t know, make mistakes. Experiment, learn to develop guessing strategies and be willing to make hypotheses.

• BE PREPARED FOR FRUSTRATION: Interacting with others in another language can be a humbling experience. Increasing one’s proficiency in a second (or third) language and culture takes both time and concentrated effort. Learn to be self-conscious in a productive way. Get some exercise and stay as rested as you can.

• BE YOUR OWN TEACHER: Develop your own strategies, figure out what works for you – taking notes outside of class, mnemonic tricks, talking to yourself, etc.

• USE MEMORIZATION: Look for routines, fixed or formulaic chunks of language you can use over and over, bits of songs or plays, etc.

• AIM FOR DISCOURSE, NOT WORDS: Think beyond the sentence, in terms of context, relationships, and overall meaning. A perfectionist’s approach to detail will almost certainly prove counterproductive. Especially in the beginning, attention to meaning should come before attention to form.

• GO WITH THE FLOW: Do not rely on rules or explanations to the exclusion of keeping things moving. Develop your ability to paraphrase and use circumlocutions when you do not know a word, rather than give up or lapse into silence.

On the Counseling Center Web site, you will find information on:

- Trying One Counseling Session
- Confidentiality
- Achieving Excellence
- Nutrition
- Assessment Services
- Diversity
- Mental Health Links
- For Friends of Someone with an Eating Disorder
- Sexual Assault
- Take-Out Resources
- Referral Services

Medications

Please be sure to have the necessary amount of all medications from your home provider to cover your needs at the Language Schools.

Local Pharmacies:

Rite Aid 263, Court Street, Middlebury
Tel: 388.9573 Fax: 388.3047

Hannaford, The Plaza, Route 7
Tel: 388.6349 Fax: 388.6375

Kinney Drugs, Village Court
Tel: 388.0973 Fax: 388.4105

Marble Works Pharmacy, 2 Maple Street
Tel: 388.3784 Fax: 388.1720

PRESCRIPTIONS FROM OFF-CAMPUS SOURCES:
Parton Health Center does not maintain a pharmacy to fill your prescription medications and Middlebury pharmacies are independent of Parton Health Center. You must take your prescriptions to the pharmacy or have your health care provider call or fax the prescription to the pharmacy of your choice.
**College Services and Facilities**

**DELIVERY:** You may have medications delivered to Parton Health Center by either Marble Works Pharmacy or Kinney Drugs. Before the pharmacy will deliver your medication, you must have your insurance and payment information available to them. You can do that over the phone. Please plan ahead—their schedules allow same day delivery only if you call early.

**TRANSFERRING PRESCRIPTIONS:**
You may also transfer a prescription from your home pharmacy to a local Middlebury pharmacy. To do this, contact the pharmacy of your choice to make those arrangements.

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**College Chaplain**

Middlebury College and the Middlebury community offer many opportunities for worship. The town of Middlebury and Addison County have a wide variety of religious congregations, at which Language Schools students are always welcome. College Chaplain Laurel Jordan and Associate Chaplain Rabbi Ira Schiffer work with summer students to help them explore and meet their religious needs. Information on local area worship may be found on the Chaplain’s Office Web site: [http://www.middlebury.edu/studentlife/services/chaplain/congregations](http://www.middlebury.edu/studentlife/services/chaplain/congregations)

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**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.

**Field House**
http://www.middlebury.edu/athletics/facilities

Memorial Field House, which houses Pepin Gymnasium, the Bubble Field House, and Nelson Recreation Center, ext. 5250, is open to students, faculty, and staff. There are indoor tennis courts, squash courts, basketball courts, lockers, etc. Access is limited to those with a valid MiddCard and one guest. No sign-up is necessary to use the facilities, but you must provide your own athletic equipment (racquets, balls, etc.).

**Field House Hours:** indoor tennis courts/gymnasium
(June 17–August 12)
Mon.–Fri. 8:30 A.M.–8:45 P.M.
Sat. & Sun. 10:00 A.M.–4:45 P.M.

**Fitness Center**
The Fitness Center, located in the Memorial Field House, is available for use by MiddCard holders only. Guests are permitted on a one-to-one basis, if accompanied by the MiddCard holder. No children under 12 are admitted. A responsible adult must directly supervise children between the ages of 12 and 16. Proper fitness attire, including sneakers, must be worn at all times in this facility. All first-time users must read and understand the posted Fitness Center rules upon entrance.

**Fitness Center Hours**
(June 17–August 12)
Mon.–Fri. 6:00 A.M.–8:45 A.M., noon–8:45 P.M.
Sat. & Sun. 10:00 A.M.–4:45 P.M.

**Natatorium Hours**
(June 17–August 12)
Mon.–Fri. 6:00 A.M.–9:00 A.M., noon–8:45 P.M.
Sat. & Sun. 10:00 A.M.–4:45 P.M.

Please note that the natatorium will be closed June 24, 25, and 26.

**Golf**
The Ralph Myhre Golf Course, located just south of the Field House, is an 18-hole golf course open to members of the Language Schools. Fee and membership information may be obtained by calling x5125. Other facilities available at the golf course are lockers, a pro shop, and snack bar in the lower level of the Kirk Alumni Center.

**Tennis**
There are outdoor tennis courts on campus located adjacent to Proctor Hall, behind Atwater dining hall, indoor courts in Nelson Recreation Center, and indoor courts in the Bubble Field House. MiddCard holders and their guests have priority for their use. (Please take your ID with you).

**Soccer/Volleyball**
The Language Schools conduct a cocurricular, 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,
Recreational and Cultural Facilities

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 Middlebury campus. Language Schools faculty and students are welcome to attend arts events that do not pose a violation of the Language Pledge.

**Kevin P. Mahaney '84 Center for the Arts**
The Kevin P. Mahaney '84 Center for the Arts serves as a hub of arts activity on campus. Opened in 1992, this visual and performing arts facility serves the College and the surrounding communities.

The Mahaney Center is home to the Middlebury College Museum of Art, the black-box style Seeler Studio Theatre, the dance theatre, and a stunning 370-seat Concert Hall,* as well as classrooms and music practice rooms. The summer is filled with a variety of exciting performances and exhibitions at the Mahaney Center and all over campus. Check the schedule of events online at go.middlebury.edu/events.

The Mahaney Center’s music practice rooms** are reserved for Middlebury College students and music instructors only. Space can be reserved on the sign-up sheets on the doors, on a first-come, first-serve basis. Music lockers are also available. For practice rooms and music locker keys, please visit the Mahaney Center’s “Tickets and Info” desk in the lower lobby.

Summer building hours are 7:00 A.M.—midnight, and the spaces are air-conditioned. For further information, please call 802.443.3168 or visit www.middlebury.edu/arts. Located within the Mahaney Center, the Middlebury College Museum of Art produces several seasonal exhibitions each year, in addition to impressive displays of works from the permanent collection. Summer museum hours are Tuesday–Friday, 10:00 A.M.—5:00 P.M., and Saturday–Sunday, noon—5:00 P.M. Admission is free. Learn more at museum.middlebury.edu.

*The Concert Hall will be offline for summer 2011 for renovations to its sprinkler and lighting systems.

**Renovations taking place during the summer of 2011 may impact access to the music practice rooms.

**Museum of Art**
The Museum has been an integral component of the Middlebury College Mahaney Center for the Arts since its inauguration in 1992. The Museum houses the College’s permanent collection of several thousand art objects from the antique through the present period. Ongoing exhibitions from the permanent collection are always on view. The Museum will have two special exhibitions on view during the summer of 2011. *Fairfield Porter Raw: The Creative Process of an American Master* reflects on the working method and creative process of American realist painter Fairfield Porter, and *Multiples: 20th- and 21st-Century Art* highlights recent modern and contemporary acquisitions.

Special Policies

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

- presents a clear danger to himself/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.

Middlebury College also reserves the right to deny admission to any student who has applied to its Schools Abroad and has demonstrated that he or she is unlikely to be able to adapt to the different social or cultural norms of that School and the surrounding culture, and/or to dismiss from the program any student who has demonstrated that his or her inability to adapt is detrimental to the operation of the program, or whose behavior may put the operation of the program at risk. Normally students on social or academic probation are not eligible to attend the C.V. Starr-Middlebury Schools Abroad.
Special Policies

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 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 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 College officials with authority commensurate with their duties. Failure to respect the lawful authority of 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.

The College expects all members of the College community to respect the dignity, freedom, and rights of others. Flagrant disrespect for persons, flouting of common standards of decency, behavior unbecoming of a Middlebury 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 advisors 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 (see anti-harassment section).

Drugs and Alcohol Policy
Middlebury College 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. Middlebury College opposes the use of illegal drugs and does not provide you with a haven from the law. The College 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. The College also reserves the right to furnish the police with information regarding illegal activities.

Alcoholic Beverage Regulations
The College alcoholic beverage and party regulations take into account local and state law, 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 Vermont for people under the age of 21 to possess or drink alcoholic beverages. It is also illegal 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 the complete alcohol policy and regulations on the College Web site at: http://www.middlebury.edu/studentlife/services/healthed/alcohol-drugs-tobacco/you

Private parties with alcohol must be registered with the Department of Public Safety. Party hosts must complete training prior to registration. Party registration forms and information regarding party host training may be obtained, at the request of the School office, from Public Safety. Kegs are not permitted on campus during the summer sessions.

Thermal Comfort Policy
Middlebury College recognizes that thermal comfort is important for both health and productivity of its students, faculty, and staff. During sustained periods of high heat and humidity (defined here as two or more consecutive days of outside temperatures above 90° Fahrenheit and relative humidity of over 60%) certain measures may have to be
Special Policies

taken to protect the health of students, faculty, and staff as well as to create a minimum thermal comfort that enables the campus community to work effectively.

Please see the College Web site for complete information on thermal comfort: http://www.middlebury.edu/about/handbook/misc/thermal_comfort. Prime summer study locations capable of comfortably accommodating a large number (Bicentennial Hall, Grille, Davis Family Library, Center for the Arts) are air conditioned.

Energy Conservation
Middlebury College encourages 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.

Carbon Neutrality
As a College we are committed to achieving our sustainability goals through how and what we teach, how we operate, open dialogue, carefully considered risk, and learning from our successes and failures. We have the goal of achieving and maintaining carbon neutrality by 2016 through conservation and efficient use of energy, renewable resources, and, as a last resort, purchasing carbon offsets. Our efforts are intended to assess and improve our environmental, economic and social performance with tools that provide a useful measure of progress toward ecological resilience, economic prosperity, and social equity. We appreciate everyone’s consideration of this mutual effort in environmental awareness and change.

Recycling
The College provides faculty, staff, and students with personal size blue 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. English language guides to what can be recycled will be provided in your arrival packet, and bins are color-coded and labeled in all languages. Cardboard boxes should be broken down and left near recycling bins on the first floor of each building. Batteries are hazardous waste and must not go into the trash. They should be separated and placed in the recycling areas. Fluorescent light bulbs are regulated as well and should be given to your custodian for proper disposal. Please visit our Web site for more information: http://www.middlebury.edu/offices/business/recycleWhatsRecyclable.

Sharp objects can pose a serious risk to our staff when put in the trash. Do not put needles in the trash! Parton Health Center can provide students a sharps container. Sharps containers should be brought back to the Health Center when full or when you are leaving campus for proper disposal.

Nondiscrimination Statement/Title IX and Section 504 Coordinators
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.

The College’s Nondiscrimination Statement and information regarding the College’s designee for the purposes of coordinating its efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972, as amended, as well as Section 504 of the Rehabilitation Act of 1973 is available at http://www.middlebury.edu/about/handbook/general/nondiscrimination. Printed copies are also available from the Office of the Vice President for Language Schools, Schools Abroad and Graduate Programs (Sunderland 210) and the Human Relations Officers listed below. Reasonable accommodations will be provided for persons with disabilities who need assistance in reviewing the College’s Nondiscrimination statement, upon request.

Anti-Harassment and Sexual Assault Policies and Procedures
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 a form of unlawful discrimination, 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 sexual assault policies, together with related procedures for filing and resolving complaints of unlawful harassment, sexual assault and/or related retaliation are available at the Web sites listed below. Printed copies are also available from the Office of the Vice President for Language Schools, Schools Abroad and Graduate Programs (Sunderland 210), from the Office of Public Safety, and from the Human Relations Officers listed below. Reasonable accommodations
Special Policies

will be provided for persons with disabilities who need assistance in reviewing the policies and/or in filing or pursuing a complaint of harassment, retaliation or sexual assault, upon request.

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 contact the College’s Human Relations Officer or the Alternate Human Relations Officer (contact information is listed below) to determine whether different procedures apply. 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.

Policy on Sexual Relationships Between Faculty, Staff, 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 Anti-harassment policy.

Disciplinary Action
Faculty, staff or students found to have violated one or more of the anti-harassment 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.

Anti-Harassment, Anti-retaliation, and Sexual Assault Policies and Procedures and Related Links
http://www.middlebury.edu/about/handbook/general/anti-harassment
http://www.middlebury.edu/ls/students

Sexual Assault Resources and Information
http://www.middlebury.edu/offices/health/saoc

Human Relations Officers
Complaints or reports of unlawful harassment, retaliation and/or sexual assault should be brought to the immediate attention of the Human Relations Officer. If the Human Relations Officer is unavailable or has a conflict of interest, the complaint or report should be brought to the alternate Human Relations Officer (contact information is listed below).

Susan Parsons Ritter (All Middlebury programs)
Human Relations Officer
Axinn Center at Starr Library 251
Middlebury College
Middlebury, VT 05753
802.443.3289 sritter@middlebury.edu

Laura Carotenuto (All Middlebury Programs)
Alternate Human Relations Officer
Middlebury College
Human Resources Services Building
Middlebury, VT 05753
802.443.2012 lcaroten@middlebury.edu

Elizabeth Karnes Keefe (All Middlebury Graduate and Special Programs)
Alternate Human Relations Officer
Middlebury College Sunderland Language Center 210
Middlebury, VT 05753
802.443.5685 karnes@middlebury.edu
Before Leaving Campus

The last day of the 2011 summer session is Friday, August 12. Unless you plan to attend Commencement on Friday night, you should arrange to leave campus as soon as your classes and examinations have ended. All students must check out at the Public Safety office by 12:00 P.M. on Saturday, August 13. 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 Public Safety at the close of the session and be certain to identify your name and room number to ensure proper credit. If your key is not returned within 3 days of the term ending, a fine of $100 will be charged to your personal account.

• Pay any traffic or parking fines, library charges, 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.

• Return rental refrigerator.

• Clean and sweep your room. Residents who do not leave their room in a neat condition will be charged a $200 fine plus labor.

Dormitories close at 12:00 P.M. on Saturday, August 13. Students may not remain in the dormitory after that time. If you must, for a compelling reason, remain on campus an extra day (i.e., through Saturday night) you must first obtain permission from the Director or Associate Director of your School, and you must pay a guest fee of $100.00. Under no circumstances may a student remain on campus after noon on Sunday, August 14, 2011.
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Notes
Mission Statements

At Middlebury College we challenge students to participate fully in a vibrant and diverse academic community. The College’s Vermont location offers an inspirational setting 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 the Green Mountains, 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 learn to engage the world.

Language Schools Mission Statement
In a global society, the summer residential programs provided by the Middlebury Language Schools are an important part of the nation’s strategic language reserve. We educate undergraduate and graduate students from many disciplines and institutions all over the United States (and the world) who seek to improve their world languages and intercultural skills. We provide these students with consistent and dependable access to languages in an interactive, intensive-immersion environment. We also serve government employees and individuals from professional backgrounds. The Language Schools integrate excellent and innovative instruction in language with a curriculum that incorporates linguistics, literature, culture, and area studies, offering students 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 designed to reinforce classroom learning through a task-based approach. We are dedicated to the premise that without real competency in language there can be no true cultural understanding, and, that to be truly effective, language speaking must provide meaningful access to other cultures.

Monterey Institute of International Studies Mission Statement
The Monterey Institute of International Studies, a graduate school of Middlebury College, provides international professional education in areas of critical importance to a rapidly changing global community, including international policy and management, translation and interpretation, language teaching, sustainable development, and non-proliferation. We prepare students from all over the world to make a meaningful impact in their chosen fields through degree programs characterized by immersive and collaborative learning, and opportunities to acquire and apply practical professional skills. Our students are emerging leaders capable of bridging cultural, organizational, and language divides to produce sustainable, equitable solutions to a variety of global challenges.
Middlebury College Language Schools

Sunderland Language Center
336 College Street
Middlebury, Vermont 05753

802.443.5510
languages@middlebury.edu
www.middlebury.edu/ls/

Administrative Information

Language Schools Administration offices are normally open from 8:30 A.M. to 12:00 noon and 1:00 P.M. to 5:00 P.M., Monday through Friday.

All numbers are area code 802 (except Middlebury at Mills College):

Michael Geisler, Vice President for Language Schools, Schools Abroad, and Graduate Programs
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Susan Parsons Ritter, Human Relations Officer
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Elizabeth Karnes Keefe, Assistant Dean, Alternate Human Relations Officer
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Abbie Bennett Raeke, Operations Manager
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