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—2014 Bread Loaf School of English Faculty/Staff Handbook

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Program Contacts

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Elaine Lathrop, Office Manager, VT Campus Coordinator
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Middlebury College
Middlebury VT 05753

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Telephone: 802.443.5418
Fax: 802.443.2060

Website:
http://www.middlebury.edu/blse
GENERAL INFORMATION

The Purpose of this Handbook. This handbook has been compiled to help faculty and staff prepare for the 2014 session of the Bread Loaf School of English. It also provides an all-in-one reference for Bread Loaf and Middlebury policies that affect employment. Campus Information pages, which will be posted on the Bread Loaf website in May, will provide supplementary details, specific to each campus’s operations for the upcoming summer. The Bread Loaf staff is always available address any additional questions.

Middlebury College ("Middlebury") endeavors to present an accurate overview of the programs and facilities of the Bread Loaf School of English in this publication. However, Middlebury reserves the right to alter any policy, program, facility, or fee, described in this publication without notice or obligation. Updates to this handbook that may become necessary during the course of the year are made on the web. Please consult the Web version of the handbook for the most up-to-date information.

All Bread Loaf School of English employees are also subject to the Middlebury College Handbook.
Mission Statement. The Bread Loaf School of English is a summer residential graduate program of Middlebury College, providing education in British, American, and world literature and the allied fields of pedagogy, literacy, creative writing, and theater arts to a population comprised primarily of K-12 English and language arts teachers. The program offers Master of Arts and Master of Letters degrees in English as well as opportunities for continuing education and sustained, technology-rich professional development. BLSE draws its faculty from leading institutions in the U.S. and U.K. and maintains three campuses, two domestic, one in England, with a curriculum tailored to each site. The School aims to create a diverse and dynamic learning community that fosters innovative, culturally responsive thinking, teaching, and professional development both during the summer and throughout the year.

Nondiscrimination Statement/Title IX Coordinator. Middlebury complies with all 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, creed, color, place of birth, ancestry, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, marital status, service in the armed forces of the United States, positive HIV-related blood test results, genetic information, or against qualified individuals with disabilities on the basis of disability and/or any other status or characteristic as defined and to the extent protected by applicable law. Middlebury also complies with all other anti-discrimination protections that might be provided by particular states in which it operates educational programs; questions about the scope of any such protections should be addressed to the Bread Loaf director, Emily Bartels, or Middlebury's dean of the College.

The dean of the College coordinates Middlebury’s efforts to comply with any and all federal and state laws that prohibit discrimination on the basis of one or more of the characteristics listed above. The dean of the College is also Middlebury’s Title IX coordinator and is responsible for coordinating Middlebury’s efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 as amended (“Title IX”). In general, Title IX prohibits discrimination in educational programs on the basis of sex. Prohibited sex discrimination includes sexual harassment and sexual misconduct (including sexual assault) as defined by Middlebury’s Anti-Harassment/ Discrimination policy (http://www.middlebury.edu/about/handbook/misc/antiharassment).

The full text of Middlebury’s Nondiscrimination Statement is available online (http://www.middlebury.edu/about/handbook/general/nondiscrimination). Printed copies are available from the Bread Loaf director, the Office of the Vice President for Language Schools, Schools Abroad, and Graduate programs, or the Human Relations Officer. Discrimination complaints should be directed to the Human Relations Officer (see Middlebury College Resources & Policy Information below) or the Bread Loaf director.

Because of varying circumstances and legal requirements, such provisions may not apply to programs offered by the College outside the United States. This is consistent with the College’s intent to comply with the requirements of applicable law. Individuals with questions about the policies governing such programs should direct inquiries to the Bread Loaf director, Emily Bartels.
Student Accessibility Services and the Americans with Disabilities Act (ADA). Middlebury complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, as amended (“ADA”), and applicable state laws, which prohibit discrimination against qualified individuals with disabilities, on the basis of disability. Middlebury designates the dean of the College to coordinate its efforts to comply with and carry out its responsibilities under Section 504. Individuals with concerns regarding Middlebury’s compliance with such laws may contact the dean of the College.

Middlebury is committed to making reasonable accommodations for qualified students with disabilities as required by applicable laws. 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 Middlebury’s facilities, programs, or services.

The process and services ordinarily available at Middlebury are described in Middlebury’s ADA Policy, which is available from Student Accessibility Services in a variety of accessible formats or online at http://www.middlebury.edu/studentlife/doc/ada/policy.

To initiate the accommodation process, a student must file the Special Needs Identification Form that is supplied to each student upon acceptance. The form should be submitted along with required documentation directly to the Student Accessibility Services online or at the address found on the front of the form by May 1, 2014. (If accommodations are not requested on time, it may be impossible for Middlebury to provide them in the earlier portions of the summer program.)

The request for accommodation must be supported by current and adequate documentation. Middlebury’s documentation requirements are discussed in more detail in the ADA Policy. 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 Middlebury’s programs; (3) reflect the 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 for a student seeking accommodation for a specific learning disability, there are additional documentation requirements described in the ADA Policy. Middlebury is not responsible for services of a personal nature. Students are encouraged to consider obtaining a personal assistant or personal care attendant if they are unable to function independently on campus.

The information that a student provides 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 him or her.

If a BLSE student tells a faculty member that he or she has a disability and may need an accommodation, the faculty member should contact Jodi Litchfield, Student Accessibility Services (802.443.5936) and notify the BLSE director. Under no circumstances should a faculty
member make an accommodation for a student without first consulting with the BLSE director and Student Accessibility Services. The ADA Committee and/or Student Accessibility Services must determine the eligibility of all students who request accommodations for their disabilities. The process and services ordinarily available to BLSE students are described in more detail in Middlebury’s ADA Policy.

Questions regarding disabilities and requests for accommodations will be handled promptly. Please see the contact information below.

ADA policy*:

http://www.middlebury.edu/studentlife/doc/ada/policy
(*available in other accessible formats at Student Accessibility Services)

Student Accessibility Services:
Jodi Litchfield, ADA Coordinator
802.443.5936 (phone) 802.443.7437 (TTY)
litchfie@middlebury.edu

For a Special Needs Identification Form:
www.middlebury.edu/studentlife/doc/ada/snifs

EMPLOYMENT, POLICIES, BENEFITS

Terms of Employment. Bread Loaf faculty and staff are considered “at will” employees of Middlebury College (which means that either the College or the employee can terminate the employment relationship at any time, for any or no reason). Continuation of employment beyond the term designated in the appointment letter does not alter the at-will nature of employment. (See the Middlebury College Employee Handbook: www.middlebury.edu/about/handbook/).

Because of the limited hours faculty will be working for Middlebury College, they are not eligible to receive health and welfare benefits.

Middlebury ID. To access Bread Loaf and Middlebury's online and technology resources (including BannerWeb and library resources), employees will need three different kinds of identification, defined below:

Middlebury ID + PIN
- All Bread Loaf employees will receive an 8-digit Middlebury ID number with their appointment letter (also available from campus coordinators). This will remain their Middlebury ID for any future employment and all official interactions with Middlebury and Bread Loaf. They will also receive a permanent ID card with the number.
- The ID is used with a PIN number for access to BannerWeb, Middlebury's online interface. All new employees must log on to BannerWeb to complete Middlebury’s required anti-
harassment training, and all employees may use it to sign up for direct deposit of their paychecks. Faculty also use BannerWeb to post grades.

- To activate these credentials, employees must go to: [http://go.middlebury.edu/activate](http://go.middlebury.edu/activate), and enter the 8-digit Middlebury ID and PIN. The initial PIN number is the employee’s birth date in the format MMDDYY, but employees will need to change the PIN upon entering BannerWeb for the first time.
- Anyone having trouble activating an account should contact the Middlebury Help Desk ([helpdesk@middlebury.edu](mailto:helpdesk@middlebury.edu); or 802.443.2200).

**Middlebury username + password**

- To find the username and set a password, employees should go to [https://bat.middlebury.edu/activate/](https://bat.middlebury.edu/activate/), and enter the Middlebury ID number and new PIN. The screen will give their username (most often it is the first letter of the first name and the first seven letters of the last name) and instructions for creating a password to use with it.
- Faculty need a username and password to access the Course Hub and some protected library services.
- Faculty and staff need the username and password to access their Middlebury College e-mail account, set up automatically for all employees. Bread Loaf does not currently use the Middlebury e-mail addresses, but there might be instances in which Middlebury will send important information (e.g., campus-wide emergency notifications) to that address. We advise employees to forward Middlebury e-mail to the address they most frequently use: go to: [https://mail.middlebury.edu/forward/](https://mail.middlebury.edu/forward/)

**BreadNet username + password**

- BreadNet is Bread Loaf’s communications network, providing course management tools and e-mail service. All faculty and staff automatically receive accounts.
- To create a BreadNet password, log on with the username (usually the last name followed by the first initial) and the generic password "bread," and pull down the menu under "Collaborate" and select "Change Password."
- BreadNet addresses will follow the form: firstname_lastname@breadnet.middlebury.edu

**Appointment Letters.** Faculty receive appointment letters in the fall, and staff members in the spring, prior to summer session employment. Appointment letters include the dates of the session and details of the employment agreement, along with information about housing and direct deposit. Faculty will receive additional mailings in the spring, including information on the Course Hub and a request for housing information for the IRS.

**Required Employment Documents.** The Office of Human Resources at Middlebury College handles all required employment documents and will contact employees regarding documents they will need to provide.

**I-9 Form:** U.S. federal law requires that all new Bread Loaf faculty and staff, working in the U.S., complete an I-9 Employment Eligibility Form by the first day of employment, verifying that they are eligible to work in the United States. New employees will need to provide appropriate documentation, as specified in the I-9 instructions. The Middlebury College
Office of Human Resources will contact returning faculty and staff via e-mail if they must submit a Form I-9.

**W-4 Form:** All U.S. faculty and staff, working at any campus (in the U.S. and or U.K.) must have a W-4 on file. The Middlebury College Office of Human Resources will contact employees to indicate whether they must complete this form.

Middlebury’s International Student and Scholar Services (802.443.5858 or isss@middlebury.edu) can answer questions about visa status.

**Paychecks.** The State of Vermont tax laws dictate that a paycheck cannot be distributed prior to the work being performed. U.S. faculty and staff salaries will be distributed in three installments during the summer session. Checks will be mailed to the home addresses of faculty and staff on any pay dates that fall outside the Bread Loaf summer session.

**Direct Deposit.** Faculty and staff may elect to have their paychecks directly deposited into U.S. bank accounts, using the online request page on BannerWeb; they can also use BannerWeb to view or update their direct deposit information. To enroll:

- log on to BannerWeb at [http://go.middlebury.edu/bw](http://go.middlebury.edu/bw)
- select the Employee tab;
- click on Pay Information;
- click on Direct Deposit Allocation;
- click on Add New Direct Deposit; and
- complete the online form by entering the requested information

**Housing and Board**

**Employees:** Bread Loaf will provide room and board for each employee for the summer session. The Bread Loaf office will arrange appropriate on- and off-campus housing at all campuses. Faculty and staff who opt to live off campus when on-campus housing is available will be responsible for half their rent. (In New Mexico, where on-campus housing is limited, most faculty will be housed off site.)

**Family and Caregivers:** In the case of faculty and teaching staff, Bread Loaf will provide housing of an appropriate size to accommodate eligible family: partners/spouses; dependent children (18 and under); and caregivers for children under 12 (no extended family). Board will be provided for partners/spouses and dependent children 6 years old and under. These benefits will be taxed as part of the employee’s imputed income, as indicated on the chart below (Bread Loaf will add a small stipend to the initial paycheck of affected employees, to help offset the tax burden). Employees will be charged $10/day for meals for dependent children 7–18 years old and for caregivers; these charges will be deducted automatically from employee paychecks. **Non-teaching staff who would like to bring family will need permission from the director.**

**Guests:** Bread Loaf does not have the space or resources to provide housing or board benefits for long-term guests (i.e., non-dependent adults who are neither partners nor
caregivers); friends and extended family will need to find and finance their own housing. Guests will be able to purchase tickets for any meals they take in the Bread Loaf dining halls.

Room and Board Policy for Faculty, Staff, Partners, and Dependents:

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<th>ROOM</th>
<th>BOARD (MEALS)</th>
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<tr>
<td>Self</td>
<td>no charge</td>
<td>no charge</td>
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<tr>
<td>Partner/spouse</td>
<td>no charge if same room as employee</td>
<td>taxed plus stipend</td>
</tr>
<tr>
<td>Dependent children</td>
<td>- 6 years and under: no charge if same room as employee; taxed plus stipend if separate room</td>
<td>no charge</td>
</tr>
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<td></td>
<td>- 7–18 years: taxed plus stipend</td>
<td>$10/day payroll deduction</td>
</tr>
<tr>
<td>Caregiver</td>
<td>taxed plus stipend</td>
<td>$10/day payroll deduction</td>
</tr>
<tr>
<td>Extended family</td>
<td>not provided</td>
<td>meal tickets available for purchase</td>
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Medical Services. Campus Information pages detail medical services available at each campus. We encourage faculty and staff to let the campus coordinator know if there is medical information that might assist us in an emergency.

Health Insurance. All employees are expected to be covered by their own health insurance plans during the period that they are on site at Bread Loaf.

Employee and Family Assistance Program. Bread Loaf faculty and staff are covered by Middlebury’s Employee and Family Assistance Program (EFAP), which provides support for employees and members of their households who are facing challenges to their mental, emotional, or physical well-being. More information is available from the Wellness Corporation (800.828.6025) and from the Office of Human Resources on the Middlebury campus.

Voluntary Retirement Plan. Bread Loaf faculty and staff are eligible to participate in the College’s Voluntary Retirement Plan. Although there is no employer contribution to this plan, they are allowed to make their own tax-deferred contributions to a retirement account. Further information is available on the Human Resources website and at the Office of Human Resources on the main Middlebury campus.
Course Fee Reduction for Employees. Full-time summer faculty and staff and their spouses, domestic or civil union partners, and full-time year-round Middlebury staff and full-time academic year faculty members with ongoing contracts and their spouses, domestic or civil union partners may take Bread Loaf courses for credit for $100 per unit as course enrollments allow. Permission to register for a particular course may be withheld because of limited space. For eligibility, summer employees have a waiting period of one summer, and year-round employees must have worked for Middlebury for one year. In both cases, the director’s permission is required, and the applicant must submit a full application for admission. For more information, contact Elaine Lathrop.

ACADEMICS

Learning Goals. We aim to prepare all students to engage in complex thought through the interpretation of literary and critical texts and to write persuasive and original essays. In addition, we expect all MA students to acquire broad familiarity with the fields of British, American, and world literature; and MLitt students to design and master a specialization within the fields of literature, pedagogy, or creative arts. We prepare students in the Bread Loaf Teacher Network to use new technologies to understand and develop effective teaching and learning practices.

Curriculum. The Bread Loaf curriculum is divided into six groups:

- Group 1 Writing, Pedagogy, and Literacy
- Group 2 British Literature through the Seventeenth Century
- Group 3 British Literature since the Seventeenth Century
- Group 4 American Literature
- Group 5 World Literature
- Group 6 Theater Arts

Courses. Courses at Bread Loaf are valued in terms of units: one unit is the equivalent of 3 semester hours or 4.5 quarter hours of graduate credit—the equivalent of 30 hours of class time.

- **U.S. campuses.** Classes at our U.S. campuses are valued at one unit each and run Monday through Thursday for a total of 30 contact hours.
  - At the Vermont campus, classes are scheduled in two blocks: morning classes run for one hour and 15 minutes four days per week; afternoon classes run for two hours and 45 minutes (including a 15-minute break) twice a week (Monday/Wednesday or Tuesday/Thursday).
  - In New Mexico, classes run for two hours and 45 minutes (including a 15-minute break) twice a week (Monday/Wednesday or Tuesday/Thursday).

- **Oxford.** Classes are valued at two units each, one of which is constituted by independent study. Tutors arrange their own schedules: ordinarily, there are two group seminar meetings per week, supplemented by individual tutorials throughout the term.
In their intellectual rigor and requirements, courses should approximate master’s-level courses at the institution where each faculty member has taught or trained.

Ordinarily, students take two courses per summer at the U.S. campuses, and one course at Oxford. Returning students with an exceptional academic record (A/A+s) may take an additional one unit of credit (a course, an Independent Reading Project, an Independent Summer Project in Theater Arts, or an Oxford Independent Tutorial) with permission of the director or associate director.

**Teaching Load.** The director will work with each faculty member to determine courses for the summer session, balancing the needs of the program with the preferences of the faculty.

- **Load.** The normal teaching load for Bread Loaf faculty at all campuses consists of two courses; the load may be reduced to one, depending on the needs of the program and the faculty member. Any course that is under-enrolled may be cancelled before the start of the summer session.
- **Class size.** At the U.S. campuses, literature courses are capped at 18 students, courses in the teaching of writing at 15, and creative writing and some theater arts courses at 12. Oxford classes run in a seminar/tutorial format and are ordinarily capped at 6–8.
- **Course scheduling.** While we do our best to give all faculty their preferences, class schedules are determined first with an eye to curricular needs.
  - All faculty are expected to meet their classes as scheduled throughout the summer term. Faculty may miss a class only with the permission of the director and must reschedule cancelled classes at a time convenient for all affected students.
  - Middlebury College and Bread Loaf are open on holidays (i.e., July 4) during the summer session.

**Course Catalog.** The Bread Loaf catalog is published and posted on the Bread Loaf website in January. It includes course descriptions and text lists, dates and fees, and a general description of the Bread Loaf program. For reference, recent course catalogs are available at: www.middlebury.edu/blse/academics/catalogs.

**Course Descriptions, Syllabi, and CVs.** Course descriptions will be published on the Bread Loaf website and in the Bread Loaf catalog in December prior to the summer term. Students refer to these not only in making their course selections but also in doing the course reading in advance of the summer (as we advise strongly).

- Faculty will be asked to submit course descriptions to Sandy LeGault in October/November of the appointment year.
- Course titles should be no more than 50 characters in length, and descriptions should be no more than 150 words maximum (not counting the text lists).
- Descriptions must include all required texts, listed in the order in which they will appear on the syllabus. Faculty must include the full title, author, current ISBN number, edition, and publisher for each text. This information will help us make sure that required texts are in print and available for student purchase.
- For U.S. campuses only, faculty planning to use a substantial amount of supplemental material should create a course pack; course packs do need to be listed in text list appended
to the course description. Faculty interested in this option should contact Karen Browne for details and will need to submit a full copy of the course pack to her by January 15. The Middlebury College bookstore will handle copyright, pricing, and distribution.

- All faculty are expected to submit an updated c.v. along with a copy of each course syllabus at the opening of the summer session.

**Course Texts and Reserves.** Bread Loaf does not provide desk copies; faculty should bring their own copies of course texts.

Vermont and New Mexico faculty may request that books be placed on reserve by submitting a library reserve request form. The form asks for author, title, publisher, and copyright date for each text. Reserve forms must be returned to Karen Browne by April 15. Previous reserve lists are available upon request.

**Program Options.** Students may attend Bread Loaf for one or more summers of continuing graduate education, or they may earn a degree over four to five summers. All applicants are held to the same admission standards, and all students must fulfill the same expectations in the classroom.

**MA Program.** The MA program aims to give students a broad familiarity with the fields of British, American, and world literature. To be eligible for admission, MA applicants must already hold a BA (in any discipline). The requirements are as follows:

- Students must complete 10 units within a 10-year period, receiving a B- or better in each; no thesis is required for the degree.
- Each candidate must complete the following distributional requirements (five total):
  - one unit from Group 2
  - one unit from Group 3
  - one unit from Group 4
  - one unit from Group 5
  - one additional unit from any of these groups.
  The remaining five units required for the degree are electives and may come from any of the six groups.
- MA candidates admitted before 2013 have the option, instead, of taking the following distributional requirements (six total):
  - two units from Group 2
  - two units from Group 3
  - one unit from Group 4
  - one unit from Group 5
  The remaining four units required for the degree are elective and may come from any of the six groups. Students selecting this option may request permission from the director to replace any one of the courses in the required group with an elective.
- All MA candidates must attend the Vermont campus for at least one summer. We encourage students to attend as many campuses as possible, to take full advantage of the diversity of the campus and curricular offerings.
MLitt Program. The MLitt program enables students to achieve mastery in a field of specialization within the fields of literature, pedagogy, creative writing, or theater arts. To be eligible for admission, MLitt applicants must hold a BA in any discipline and an MA in English.

We have roughly 25 students in the MLitt program in any given year. Faculty may be asked to serve on one or more MLitt examining committees during the summer. While the coherence of an MLitt program depends on the connections that the degree candidate makes among his or her classes, within a class MLitt students are like any other students: that is, they must fulfill the specific requirements demanded by the course. Where possible and appropriate, they may ask to pursue work that brings other parts of their program to bear on class assignments, but faculty must decide if such work suits the goals of the course.

The requirements are as follows:

- To earn an MLitt degree, students must complete 10 units within a 10-year period, receiving a B– or better in each.
- During the first summer, MLitt candidates will design a specialized program of study in the field of literature, pedagogy, creative writing, theater arts, or some combination of two, in consultation with Bread Loaf’s associate director. Seven of the required 10 units must be in that field.
- In the final summer, degree candidates must either take a comprehensive examination or produce a final project to qualify for the degree. In both cases, two Bread Loaf faculty, appointed by the associate director, will serve as the examining committee.
- All MLitt students must attend the Vermont campus for at least one summer. We encourage students to attend as many campuses as possible, to take full advantage of the diversity of the campus and curricular offerings.

MLitt examination. The MLitt examination is appropriate for students pursuing a literary/critical concentration.

- The MLitt examination consists of two parts: a written component (which the examinee has 24 hours to complete) and a one-hour oral follow-up. In consultation with the examiners, students will schedule both parts of the exam, all of which needs to be completed by the fifth week of the session. The examining committee will submit the written examination to the campus office (with a cc to Elaine Lathrop), at least two days before the examination is to be held; electronic copy preferred. The office will distribute and monitor the written exam to make sure the student completes the work within the appropriate time span and will route the completed examination paper to the committee.
- The examining committee will set the terms of the written examination, in consultation with the associate director, deciding whether the written exam will be open or closed book, how many and what kinds of questions will be included, and whether students will receive questions in advance, by themselves or as a list of choices. The written exam usually consists of 3–5 essay questions, drawing on the materials the student has prepared: a list of all field courses; a list of 5–6 key questions defining the program of study, and a bibliography of primary and secondary texts that have been central to the program of study.
o The committee may use the oral component to go further into areas covered by the written examination or to introduce new questions. As with the written component, the focus of the oral exam should be guided by the materials the student has submitted initially to define the program of study.

o After the oral component is complete, the committee will determine the grade for the whole using a Pass/Fail designation and may notify the student on the spot. The committee should also notify the campus office and the associate director.

o A student who fails the MLitt exam may retake the exam one time in a subsequent summer.

**MLitt project.** The MLitt project is appropriate for students pursuing a concentration in creative writing, theater arts, or pedagogy.

o The MLitt project should approximate a master's thesis in scope and depth, consisting of roughly 35 pages (depending on the nature of the project).

o In consultation with the examining committee, the candidate will schedule dates for the submission of the project and for the oral follow-up, both of which need to be completed by the fifth week of the session.

o The examining committee will evaluate the project and conduct a one-hour oral examination of the candidate, addressing the relation between the project and the candidate’s program of study, drawing on the materials the candidate has prepared: a list of field courses taken, a list of 5–6 key questions, a bibliography of texts that have been central to the program of study, and a concise (1–2 page) description of the project and its relation to the program of study.

o After the oral exam, the committee will determine the grade for the whole (Pass/ Fail) and will notify the student, the campus office, and the associate director.

o If the candidate is submitting the project as an IRP, the IRP advisor will serve on the examining committee. He or she will evaluate the IRP separately (apart from the MLitt assessment), as per any another, and submit both a letter grade and a student evaluation on the project.

o A student who receives a failing grade for the MLitt project may not redo it, but withdrawal before submission is an option.

**Continuing Education.** Students may enroll for continuing graduate education on a summer-by-summer basis and will receive a Certificate in Continuing Graduate Education indicating the number of semester-hour credits they have completed successfully. Continuing education students are subject to the same conditions and policies as students in the degree programs, and they may take advantage of all that Bread Loaf offers, including membership in the Bread Loaf Teacher Network. Students in good standing may elect to continue for the degree.

**Advanced Undergraduate Education.** Undergraduates with outstanding academic records and who have completed the equivalent of three undergraduate years are eligible for admission to Bread Loaf in the summer between their junior and senior year. Candidates may apply the credits to the bachelor’s degree (as the degree granting institution permits); or, once they have earned a BA, students may apply the Bread Loaf credits to a Bread Loaf MA.
Princeton Bread Loaf Fellows. Bread Loaf maintains a partnership with Princeton University, which sends up to five of its top English majors to the Oxford campus each summer. Our shared goal is to provide these rising seniors culturally-linked experience in advanced research which prepares them for thesis writing in their upcoming senior year. The Fellows will take a normal course load and will be evaluated in the same way as all other Bread Loaf students; they will also participate in a pro-seminar, run by an on-site mentor from the Princeton faculty and focused on their particular thesis work.

**Independent Reading Projects.** The Independent Reading Project (IRP) allows students a unique opportunity to pursue sustained research and writing independently across the academic year and, under faculty supervision, the following summer.

- The topic is proposed by the student and must be an extension and intensification of work in a field the student has studied and, shown good understanding of, in a Bread Loaf course; the student must have earned an A- or higher in that course.
- The reading and research must approximate what is ordinarily in a Bread Loaf course, in scope and nature, and may include or cross any of the disciplines—literature, pedagogy, creative writing—that the Bread Loaf curriculum covers. Pedagogical projects may draw on BLTN or other classroom initiatives as the subject of the IRP and may include lesson plans in an appendix to the final project, but the centerpiece of the IRP must be pedagogical or curricular research, presented in an analytic essay. (*For theater arts projects, see Independent Summer Projects in Theater Arts.*)
- The IRP will culminate in a critical essay or creative portfolio of roughly 35 pages.
- MLitt students may use the IRP as the culminating project for their degree (*Degree Programs: MLitt project*).

Faculty serve as advisors to the IRP in two capacities: in consulting with the student on the initial proposal and in advising the student as he or she brings the project to completion. To take on one role is not necessarily to take on the other.

- **Consulting on the proposal:**
  - Ordinarily, but not necessarily, the faculty advisor will have taught the student in the course on which the IRP builds.
  - The student is asked to produce a proposal of 1–2 pages that consists of a description of the topic, key questions, and approach to be pursued; explanation of how the project builds on Bread Loaf course work; and a full bibliography of primary and secondary texts to be explored. The faculty member will steer the work and suggest bibliography but is neither expected nor encouraged to design the project.
  - For creative writing projects, students must include with their proposal a 10–15-page creative writing sample in the relevant genre(s). We ask that faculty vet the writing carefully to make sure that the student has the skill to benefit from working on the writing across the academic year without structured supervision or feedback.
  - The faculty advisor must approve and sign the final version of proposal, which is due on the final day of classes: we tell students to give faculty 5–7 days to vet the proposal (and, where applicable, the creative writing sample). **We ask faculty to approve only those proposals that are adequately focused, grounded, and detailed.** All proposals will be
reviewed in the fall by the associate director. Every year, a few underworked proposals must be sent back to the drawing board.

- **Advising the project:**
  - Faculty will be contacted by the associate director in March re advising an IRP in their fields. Faculty who agree to sign on will be sent the student’s first polished (not "rough") project draft and asked to submit comments on the work to Sandy LeGault within a month. The office will route these comments then to the student. Faculty who prefer to contact the student directly may do so, but should copy Sandy in on the initial correspondence.
  - The student will submit a revised draft of the project to the faculty advisor on the first day of classes.
  - The student and the IRP advisor will meet in the first week of the session to create an agenda for the completion of the work, setting a schedule for meetings and due dates of subsequent drafts. IRPs must be completed by the last day of classes, but are usually finished sooner.
  - Once the written project is completed, the IRP advisor will assign the project a letter grade and submit a narrative evaluation of the project on the Student Evaluation Form, due at the latest with other class grades and evaluations.

**Independent Summer Projects in Theater Arts.** Students who would like to pursue independent study in the field of theater arts and whose projects require completion on site (for demonstration of directing, acting, or such) may design an Independent Summer Project (ISP). As with the IRP, the topic of the ISP will be designed and proposed by the student and must be grounded on a course (ordinarily in theater arts) in which the student has earned an A- or higher. It should carry the weight, in research and execution, of a regular Bread Loaf course. Ordinarily, the ISP will be undertaken at a Bread Loaf campus where courses in theater arts are being offered.

The process is as follows:

- Students planning to pursue an ISP will consult with appropriate faculty in advance (the summer prior) on the design of the project and the work to be done during the academic year and during the summer. In most cases, that faculty member will serve as the project advisor.

- Students will submit a 1–2-page proposal detailing the course of study to the Bread Loaf office by February 15 prior to the summer in which the project will be undertaken. The Bread Loaf director will forward the proposal to the director of the Bread Loaf program in theater and the project advisor.

- During the summer, the advisor will consult with the student on the project, due before the final class day, and will assess the final performance, submitting both a letter grade and a narrative Student Evaluation to the Bread Loaf office.

**Oxford Independent Tutorials.** The OIT is a one-unit course of independent study, designed and undertaken by a student at the Oxford campus, under the supervision of a faculty member there.
The reading, writing, and research of the OIT should approximate in nature and scope a one-unit Bread Loaf course; the topic must be in a field covered by the Bread Loaf Oxford curriculum and faculty. Students will undertake the work independently through the summer, under the supervision of a faculty advisor.

Students interested in pursuing an OIT must submit a 1–2-page prospectus to the Bread Loaf office; the Bread Loaf director will review the prospectus and, if it seems viable, route it to an appropriate faculty member in the field, enlisting him or her to serve as the tutorial advisor.

When the Oxford session begins, the student will meet with the advisor to set up a schedule of meetings and requirements, to extend across the full session.

The advisor will set the terms of the tutorial meetings as well as of the final project. Ordinarily the OIT focuses on and culminates in a 20–25-page critical essay. The majority of the student’s work is to be independent: faculty are not expected to run the tutorial as a class.

Once the project is completed, the advisor will assign the work a letter grade and submit a narrative Student Evaluation of the work with other grades.

ACADEMIC POLICIES and RESOURCES

Academic Advising. Faculty should expect to meet individually with each of their students throughout the summer, to discuss the student’s work and progress. Faculty should notify the Bread Loaf director or on-site director if any student problems arise.

Course Selection. The following policies apply to students’ course selections:

- A student may take only one course by a given professor in a single summer.
- MA students may take only one creative writing course (including those that are cross-listed) in a single summer.
- Courses are identified by a four-digit course number. Students may only repeat a course of a given number with prior permission of the director. Students may, however, take a creative writing course twice, as long as the instructor is different each time; no preapproval needed.
- Students requesting permission to take three courses (including the completion of an IRP as a third course) need to obtain approval from the associate director (via their campus coordinator) prior to course registration.
- When a course is full, students will be added to a waitlist maintained by the Bread Loaf office staff. Faculty willing to exceed the enrollment cap may give students special permission to take a closed class but must notify the campus coordinator in order to get the student on the books.

Class Enrollments and Drop/Add. At registration, faculty will receive initial rosters of students currently registered in their courses. Students will have until 5 p.m. on the third class day to drop or add courses. All drop/add assignments are managed by the campus coordinators: faculty should not authorize a drop/add on their own or admit additional students to their courses without contacting the campus coordinator. Faculty will receive revised rosters at the end of the drop/add period and should inform their campus coordinator of any discrepancies between the list and the students who attend.
Class Attendance. Class attendance is mandatory, and faculty should let the director or on-site director know immediately (with a copy to the campus coordinator) if a student has missed a class or develops a habit of coming to class late. When necessary, we do give students with unavoidable job commitments permission to arrive to the session late or depart early, and we allow missed classes in the case of family or medical emergencies. The office will be in touch with the faculty about these arrangements. In all cases, it is the responsibility of the student to make arrangements with faculty (in advance if possible) to make up all missed work.

Grades. Grading at Bread Loaf should reflect the grading faculty do at their home institution for students at the master's level. Bread Loaf uses a letter grade system—from A to F:

- A/A+ distinguished
- A- to B+ very strong
- B satisfactory
- B- passing but problematic
- C+ or below failing work.
- F incomplete performance.

The following policies apply:

- Students will not receive credit for courses in which they have earned a C+ or lower.
- Students who have earned one B- in a Bread Loaf course will be placed on academic probation until their record improves. During that time, their course and campus choices will need to be preapproved by the director.
- Students who have earned more than one B- or who have earned a grade of C+ or lower may be denied readmission to the program.

Submission of Grades. Grades are submitted electronically on BannerWeb, during the last week of the summer session (see the Campus Information Sheets for dates). Faculty will use their Middlebury ID number and PIN to log in to BannerWeb on the Middlebury College homepage (www.middlebury.edu) and select the following menus: Faculty and Advising; Faculty Services; Grades: Grade Roster for ALL Students. The course and student lists where grades are to be posted will appear once the appropriate term (summer 20xx) is selected.

Student Evaluations. In addition to assigning grades, Bread Loaf faculty write detailed narrative appraisals of each student’s work in the course and indicate whether the student is prepared for advanced independent study. This evaluation becomes part of the student’s permanent record and explains the significance of the grade. We use these evaluations in advising students and monitoring their progress, preparing letters of recommendation (which quote the evaluations verbatim), making scholarship award determinations, and carrying out other kinds of academic assessments.

- Faculty should assess the student’s achievements on each of the major assignments as well as the student’s progress across the course, assessing in some detail the student’s abilities as writers, readers, discussants, and, where applicable, teachers and performers. Descriptions of course design are unnecessary; verbatim quotations of comments on student papers are less helpful than reflective overviews of the strengths and weaknesses of the writing and thinking. The correlation between the grade and the narrative evaluation should be clear.
- Faculty should also indicate in the evaluations whether the student is ready to pursue independent work of the sort demanded by an IRP or at the Oxford campus, where one unit of each course consists of independent study.

- Evaluations are confidential, except in cases in which students have not waived their rights to view the letter. If a student declines to waive his or her rights to see faculty comments, we will mark “Not Confidential” on the grade roster beside that student’s name. Faculty may follow their own instincts in what to write under these circumstances, though we do expect faculty to offer some evaluation, as they do in responding directly to student work (see Student Records and Confidentiality).

- Student evaluations are due, without exception, at the end of the summer session and should be submitted electronically, following the template of the Student Evaluation Form, to the campus coordinator. Faculty should make sure that the grade on the evaluation form matches the grade submitted online.

- Completing student evaluations is part of each faculty member’s contractual obligation: faculty who do not complete these evaluations on time may not be reappointed for a subsequent summer.

Student Records and Confidentiality. In accordance with the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), students and former students of Middlebury College have the right to inspect all educational records placed in their files after January 1975. Information on this policy is available at: www.middlebury.edu/about/handbook/academics/student_records_FERPA

All first-year students are asked to sign a Confidentiality Agreement form when they register at the beginning of their first Bread Loaf session. The form gives students the option of waiving or not waiving their rights to review materials placed in their Bread Loaf files, including student evaluations written by Bread Loaf faculty and letters of recommendation written by Bread Loaf administrators.

The form is placed in each student’s file, and the option chosen will remain in effect until the student notifies the director in writing that he or she wants to change it. If a student has waived his or her rights and then rescinds the waiver, any letters or evaluations written while the waiver was in effect will not be available for inspection or review by the student.

We advise students that evaluations and letters of recommendation will carry more credence when they are written under terms of confidentiality.

Incompletes. Students are expected to complete all required course work by the last day of class (or, in the case of students who have received permission to leave early, before they leave campus for the summer). Students who have not turned in all required work by that deadline must request approval for an Incomplete or will receive an F in the course. Faculty who anticipate that a student will be unable to finish the course work by the end of the session should consult with the director (in person or by e-mail) and must have approval from the director before assigning an INC on the grading roster.
Students may request approval for an incomplete in cases when a family, medical, or personal emergency prohibits the completion of the course work. In order to be approved for an incomplete, before leaving campus they must:

- receive preliminary approval from the Bread Loaf director or associate director;
- consult with their professors to determine what, and by what date (usually within 30 days of the end of the session), work needs to be completed;
- submit a Request for Incomplete Grade form to the Bread Loaf office for final approval by the director; the form details what work needs to be done, and both the student and the faculty member must sign this form.

Students will submit finished course work to the main Bread Loaf office, and the office will forward the work to the faculty for evaluation. In cases where the work is not submitted by the established deadline, the INC will be changed to an F. Faculty will need to complete a Failure Grade Report for any student receiving an F; the Bread Loaf office will make sure the form gets to and from affected faculty.

**Course Withdrawals.** Students may request to withdraw from a course, for academic, medical, emergency, or other reasons, at any point. Dropping and adding a course during the drop/add period does not constitute “withdrawal”: withdrawal applies only when students are withdrawing from a course without taking another in its place.

- To withdraw from a course, students must notify the Bread Loaf director or on-site director (in person if possible).
- If the student withdraws from a course by the end of the drop/add period (see Drop/Add), no courses or grades will appear on the student’s transcript.
- If the student withdraws from a course after the drop/add period, courses will be listed on the transcript and assigned a grade of either WD pass or WD fail, depending on the status of his or her work at the time of the withdrawal.
- If a student withdraws from a course for medical reasons or family emergencies, the Bread Loaf director will determine whether courses or WD grades will be listed on the transcript.

Middlebury reserves the right to require that a student withdraw from the program. Full procedures are outlined in the Bread Loaf Student Handbook (see Emergency Withdrawal, Suspension, or Dismissal).

**Academic Probation.** Students who have earned one B- or lower in a Bread Loaf course will automatically be placed on academic probation. During the probationary period, all course and campus choices will need to be preapproved by the director. Ordinarily, students on probation will not be enrolled at the Oxford campus and will not be eligible to pursue an IRP or take a course overload. The director will review the student’s progress at the end of the probationary summer and determine whether the student’s work has improved sufficiently to warrant ending the probationary period. Students found to have plagiarized will be placed on permanent probation (see Plagiarism).
Academic Honesty. Bread Loaf follows the Middlebury College policy on academic honesty. 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.** 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 key phrase is taken from the work of another without specific citation of the source, the issue of plagiarism arises.

Paraphrasing is the close restatement of another's idea using approximately the language of the original. Paraphrasing without acknowledgment of authorship is also plagiarism and is as serious a violation as an unacknowledged quotation.

Graded assignments should be the work of the individual student, unless otherwise directed by the instructor.

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. Students with uncertainties and questions on matters relating to footnoting, citation of sources, paraphrasing lecture notes, and proper recognition of collaborative work on homework assignments and laboratory reports should consult with the course instructor for whom they are preparing work.

- **Cheating.** Cheating is defined as giving or attempting to give or receive during an examination any aid unauthorized by the instructor.

- **Duplicate Use of Written 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. Violations of this policy will be handled in the same way as other policy violations.

Instructors are strongly encouraged to discuss or include on their syllabus the College's policies governing academic honesty as they relate to a particular course.

In cases where violations of either policy is suspected:

- Faculty should report the violation, with supporting evidence to the director or, if she or he is not available, designee (associate director, on-site director), detailing the correlation between the student’s work and all unacknowledged sources.
- The director or designee will review the pertinent information and, when appropriate, notify the student of the allegations and give him or her an opportunity to respond to them.
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- The director or designee will make a determination based on the preponderance of the evidence standard as to whether the student has violated policy. During this process, the rules of evidence applicable to civil or criminal cases do not apply.
- In cases where plagiarism is judged to be present, the student will receive an F on the work involved and will be put on permanent academic probation; he or she may also be dismissed from the program. These actions will be accompanied by notification of any other institution in which the student is enrolled.
- The student may appeal the decision to the vice president for the Middlebury Language Schools, Schools Abroad, and Graduate Programs within three business days of the determination. The appeal must be based on one or more of the following grounds, and not simply on disagreement with the decision:
  o new information not previously available (deliberate omission by the student of information will not support an appeal);
  o violation of stated procedures when the violation prevented fundamental fairness. A determination that a material procedural error has occurred may result in a rehearing of the case using correct procedures, but a procedural error is not a factor in reducing a sanction when the appeal upholds a finding of guilt. Immaterial procedural errors will not be grounds for a rehearing;
  o significant mitigating circumstances.

The appeal must be in writing (e-mail or hard copy), and must state the grounds for the appeal as well as an outline of supporting evidence. The student will be notified of the appeal decision within five business days of the receipt of the appeal, unless there are extenuating circumstances. The vice president’s decision shall be final.

Auditing. Auditing is available only to members of the Bread Loaf community (enrolled Bread Loaf students and their partners, staff, alumni/ae) at the U.S. campuses, at the discretion of the faculty and the director. We do not allow auditing in creative writing or theater arts courses. Faculty will set the expectations of auditors.

Letters of Recommendation. Letters of recommendation for all purposes except for applications to other graduate programs, are prepared by, and requested from, the associate director. The letters incorporate verbatim a selection of the student evaluations written by the faculty, and they are governed by the same confidentiality policies that govern the evaluations. Students or alumni who are applying to graduate schools are advised to request recommendations directly from faculty.

Course Evaluations. For the collective benefit of the program and the faculty, students will be asked to provide, anonymously, an evaluation of each of their Bread Loaf courses at the end of the summer session. To ensure maximum response, we ask that faculty allot 15 minutes of one class in the final week for this assessment. Faculty will receive a packet of forms (with instructions) from the campus office and will be asked to choose one student to distribute and collect the forms at the end of one class session, after the faculty member leaves the room. The supervising student will then return the forms to the campus office immediately after class.
The forms will ask students to respond to the following questions:

- How effective was the overall design of course (topic, syllabus, reading load, assignments)?
- What was the overall quality of instruction?
- What was your prior preparation or level of achievement in the subject matter?
- Which, if any, of your skills (interpretation, writing, performing, speaking) have improved as a result of the course, and in what ways?
- (How) has the course added to your professional development?
- How might the course be improved?

Faculty will receive copies of the evaluations in early fall. The director will review all evaluations before officially reappointing faculty and will reach out to faculty to discuss any significant issues or problems that the evaluations raise.

**Program Evaluations.** Faculty will be asked to evaluate the Bread Loaf program and submit the evaluations digitally to the campus coordinator. This feedback about our orientation program, facilities, library and digital resources, curriculum and co-curricular activities, office support, and other areas will help us in our self-assessment.

**CO-CURRICULAR SUPPORT**

**Ken Macrorie Writing Centers.** Each of Bread Loaf’s campuses is home to a writing center, established in honor of writing specialist and former Bread Loaf faculty member Ken Macrorie. Staffed by peer readers and supervised by a faculty coordinator, the centers offer students support throughout the session on critical essays as well as on creative or new media projects. Students serving as peer readers are required to complete training in writing center pedagogy and practice. Faculty may encourage students who struggle with writing to take advantage of the Writing Centers, though students do not need a faculty referral to sign up for a session.

**Bread Loaf Teacher Network.** The Bread Loaf Teacher Network (BLTN) is one of the finest professional development networks in the country. Grounded on digital exchanges between students and teachers from different geographic and cultural locations, its goal is to create year-round collaborations that are built on Bread Loaf course work, that engage students and teachers in culturally responsive and transformative literacy, and that have the collective power to change educational thinking and practice within and between classrooms, schools, and states. BLTN meetings occur weekly at each of the Bread Loaf campuses, and all members of the Bread Loaf community are invited to join (just attend a meeting).

We encourage faculty to come to meetings and get involved as advisors or participants. Information on the network, along with copies of the Bread Loaf Teacher Network Journal are available at [http://www.middlebury.edu/blse/bltn](http://www.middlebury.edu/blse/bltn).
TECHNOLOGY AND RESEARCH RESOURCES

Middlebury Help Desk
www.middlebury.edu/offices/technology/help/technology
802.443.2200 between 8:30 a.m. and 5:00 p.m. (EST)

Bread Loaf Director of Technology
Shel Sax: shel_sax@breadnet.middlebury.edu

Director of BreadNet
Caroline Eisner: caroline_eisner@breadnet.middlebury.edu

Course Hub
http://courses.middlebury.edu/
http://mediawiki.middlebury.edu/wiki/LIS/CourseHub

Information Security
http://www.middlebury.edu/offices/technology/infosec

Computer and Technology Support. Bread Loaf offers a number of electronic resources as well as computer labs and computer support staff at every campus. Faculty with questions about using any of these resources should contact Shel Sax or, for BreadNet, Caroline Eisner.

BreadNet. Bread Loaf has its own communications network, BreadNet, which is a course management tool, and also functions as an e-mail server, an electronic bulletin board, a site for class folders and conferences, and a communications site for the Bread Loaf community throughout the year.

- BreadNet is the primary means of communication at Bread Loaf, especially among the Bread Loaf office, administration, faculty, staff, and students; we urge all employees to use BreadNet during the summer.
- All Bread Loaf employees are provided with a BreadNet account (free of charge); our technology staff will help them install and learn the system. At registration, employees receive a current BreadNet Account Information sheet that outlines the basics of setting up an account and using BreadNet.
- Employees will have a BreadNet username and password (which are different from their Middlebury ID and PIN (see Middlebury ID).
- Anyone wishing to have outside e-mail forwarded to their BreadNet account must make arrangements through their own e-mail provider.
- The Director of BreadNet, Caroline Eisner, is available (usually at a moment’s notice) to give online support to BreadNet users year-round.

The Course Hub. The Course Hub (integrated with the course management system Moodle) is an online site where information on Bread Loaf courses is posted.

- The Course Hub will automatically create a website for every course taught at Bread Loaf before the summer session. The default website contains the catalog description of the
course and the name of the instructor(s). At the start of the session, Bread Loaf will post
course syllabi that faculty have submitted, if faculty have not already added these to the site.

- Once the Hub is live (in May), instructors can add their own resources, including syllabi
  (in Word or PDF format), Electronic Reserves (ERes), a course blog or Moodle site,
  and/or useful links. If faculty use Electronic Reserves, the Library automatically creates
  the links to the readings from the Course Hub page.
- To log into the Course Hub, faculty should go to http://courses.middlebury.edu and enter
  their Middlebury username and password, and follow the Course Hub link to access a list
  of all the courses they are teaching.
- More information about the Course Hub can be found on the Course Hub page itself and
  on the LIS wiki (http://mediawiki.middlebury.edu/wiki/LIS/CourseHub).
- For information about Moodle, see: Moodle: Quickstart Guide
  (http://mediawiki.middlebury.edu/wiki/LIS/Moodle_Quickstart) and
  (http://mediawiki.middlebury.edu/wiki/LIS/Moodle_FAQs). For online training, see
  http://go.middlebury.edu/lynda

Library Services. During the summer session Bread Loaf faculty at all campuses have access
not only to their campus libraries but also to the full resources and services of the Middlebury
College Library [link to Libraries & Collections webpage:
http://ill.middlebury.edu/illiad/mdy/logon.html], with over one million holdings, in print, online,
and recorded form. These resources include:

- Middlebury's online catalog (MIDCAT)
- Electronic delivery of articles in Middlebury's collection and beyond using Interlibrary Loan
  (ILLiad)
- BLSE Library Research Guide, compiled specifically for Bread Loaf students, with links to a
  full range of online references, databases, and resources (JSTOR, Project MUSE, Early
  English Books Online) particularly useful for research in the humanities.

These resources are available through the Middlebury Library webpages; in some cases users
will need to log on, and they will be prompted to enter their Middlebury username and password.

<table>
<thead>
<tr>
<th>LIBRARY CONTACTS</th>
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<tbody>
<tr>
<td>Kellam Ayres, BLSE Liaison &amp; Reserves Coordinator</td>
</tr>
<tr>
<td>802.443.5065, <a href="mailto:kayres@middlebury.edu">kayres@middlebury.edu</a></td>
</tr>
<tr>
<td>Research Advice</td>
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<tr>
<td>802.443.5496, <a href="mailto:refdesk@middlebury.edu">refdesk@middlebury.edu</a></td>
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<tr>
<td>Circulation Desk</td>
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<tr>
<td>802.443.5494, <a href="mailto:library_circulation@middlebury.edu">library_circulation@middlebury.edu</a></td>
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<tr>
<td>Technology Help Desk</td>
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<tr>
<td>802.443.2200, <a href="mailto:helpdesk@middlebury.edu">helpdesk@middlebury.edu</a></td>
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## USEFUL LINKS

- **Library Quick Search**  
  (MIDCAT, Middlebury's online catalog)  
  [http://www.middlebury.edu/academics/lib](http://www.middlebury.edu/academics/lib)

- **BLSE "Library & Technology" Webpage**  
  [http://www.middlebury.edu/blse/students/library](http://www.middlebury.edu/blse/students/library)

- **Faculty Guide to the Library Homepage**  
  [http://www.middlebury.edu/media/view/44929/original/faculty_guide_library_homepage.pdf](http://www.middlebury.edu/media/view/44929/original/faculty_guide_library_homepage.pdf)

- **BLSE Library Research Guide**  
  (descriptions of and links to bibliographies, catalogs, journals, databases, and other resources useful for research in the humanities)  

- **Libraries & Collections**  
  —links to all Middlebury' libraries and collections  
  [http://www.middlebury.edu/academics/lib/libcollections](http://www.middlebury.edu/academics/lib/libcollections)

- **Resources Available from Off-campus (including Interlibrary Loan)**  
  [http://mediawiki.middlebury.edu/wiki/LIS/Resources_Available_from_Off-campus](http://mediawiki.middlebury.edu/wiki/LIS/Resources_Available_from_Off-campus)

- **Middlebury College Handbook, Library & Information Services**  
  (Middlebury policies guiding use of LIS)  
  [http://www.middlebury.edu/about/handbook/lis](http://www.middlebury.edu/about/handbook/lis)

- **Other Library & Information Services Departments**  
  [http://www.middlebury.edu/academics/lib/depts](http://www.middlebury.edu/academics/lib/depts)

## CONDUCT and POLICIES

All faculty and staff are responsible for knowing and understanding all of Middlebury and Bread Loaf policies, as articulated in this and in the Middlebury College Handbook ([www.middlebury.edu/about/handbook](http://www.middlebury.edu/about/handbook)).
Community Standards. Bread Loaf shares the commitment of the larger Middlebury College community to the following goals:

- cultivating respect and responsibility for self, others, and our shared environment;
- encouraging personal and intellectual courage and growth;
- manifesting integrity and honesty in all decisions and actions;
- promoting healthy, safe, and balanced lifestyles;
- fostering a diverse and inclusive community committed to civility, open-mindedness, collaboration, and cooperation.

Emergency Withdrawal, Suspension or Dismissal. Middlebury recognizes its obligation to promote the welfare of its community as a whole and to take appropriate action when that welfare is jeopardized. To that end, Middlebury reserves the right, notwithstanding and apart from the disciplinary procedures described herein, on an emergency basis, to suspend, dismiss, or require to withdraw any student whose presence at any of its Bread Loaf School of English campuses is determined by the appropriate authority (e.g., the Bread Loaf director or designee or the vice president for Language Schools, Schools Abroad, and Graduate Programs) to pose a danger to the Middlebury and/or Bread Loaf community or its members or to be unduly disruptive of the living, working, and/or learning environment of others, or who appears to be unwilling or incapable of effectively and/or safely participating in Bread Loaf’s academic and/or residential life program(s). In cases of emergency suspension or required withdrawal, the conditions and procedures for readmission, if applicable, will be determined and communicated in writing to the student at the time of the student’s departure or shortly thereafter (for more information, see Withdrawals in the BLSE Student Handbook).

Prohibited Student Conduct. The following conduct is prohibited and may result in discipline, up to and including dismissal from the program:

- violation of state or federal law;
- violation of any policy in the Middlebury Handbook, including but not limited to Middlebury’s policy on:
  - Academic Honesty
  - Anti-harassment, Discrimination, Sexual Misconduct, and related retaliation (see Anti-harassment/Discrimination/Sexual Misconduct Policy)
  - Anti-Stalking (www.middlebury.edu/about/handbook/misc/anti-stalking)
  - Smoking
  - Firearms/Fireworks/Knives/Stun Guns
  - Hazing (see http://www.middlebury.edu/about/handbook/student_policies/hazing)
  - Alcohol and other drugs (www.middlebury.edu/about/handbook/student_policies/alcohol_drugs_policy and www.middlebury.edu/about/handbook/misc/drug_and_alcohol)
- conduct that poses a danger to the Bread Loaf or Middlebury College community or its members or is unduly disruptive of the living or learning environment of others (“unduly disruptive” behavior includes, but is not limited to, conduct that interferes with, or poses a significant risk of interference with, the emotional or physical well-being of others or their academic, extracurricular, or social activities);
- conduct that demonstrates an inability or unwillingness to participate safely or effectively in Bread Loaf’s academic or residential programs;
- disrespect for persons, flouting of common standards of decency, behavior unbecoming of a Bread Loaf student, or continued behavior that demonstrates contempt for the generally accepted values of the intellectual community;
- disrespect for the dignity, freedom, and rights of others;
- violence in word or deed against another; incitement or provocation to violence; negligent or reckless use of physical force; conduct that may reasonably be expected to exploit or coerce another; prevention of another’s free expression of ideas by intimidation, abuse, or physical force; defamation; violation of another’s privacy; unauthorized entry and, specifically, uninvited hostile presence in another’s room or office;
- disrespect for the authority of Middlebury or Bread Loaf officials or law enforcement personnel, including all employees, students, and outside service providers with authority to effect the purposes of the institution; these include but are not limited to faculty, staff, directors, Public Safety officers, and other individuals such as police and ambulance forces, vendors, and security staff. Students are expected to identify themselves by showing their Middlebury identification card upon request of any Middlebury officials.
- providing information to any Bread Loaf or Middlebury official (including faculty and staff) that an individual knows or reasonably should know is false, inaccurate, or misleading;
- disruption of the educational function of the Bread Loaf program or conduct that is otherwise detrimental to the program’s operation;
- theft of, vandalism, or other damage to the property of any Bread Loaf site or that of others; unauthorized access or entry to the property of any Bread Loaf site or that of others; undermining authorized access to any Bread Loaf site (includes unauthorized use of services and disposition of any Bread Loaf property to another under the pretense of ownership);
- direct or indirect retaliation against a person who has in good faith supported or participated in an investigation of a policy violation of any type (Retaliation includes but is not limited to ostracizing the person, pressuring the person to drop or not support a complaint or provide false or misleading information, or otherwise engaging in conduct that may reasonably be perceived to affect adversely that person’s educational, living, or work environment.);
- violation of the smoking policy at any Bread Loaf campus (see the relevant Campus Information pages).

**Anti-Harassment, Discrimination, Sexual Misconduct, Domestic Violence, Dating Violence, Stalking and Related Retaliation.** Middlebury strictly prohibits conduct that constitutes unlawful discrimination, harassment, sexual misconduct, domestic violence, dating violence, stalking and related retaliation. All students, as well as faculty, staff, and others who participate in Bread Loaf programs and activities are subject to Middlebury’s Anti-Harassment/Discrimination Policy and Middlebury’s Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking.

Complaints of discrimination, harassment, sexual misconduct (including sexual assault and inappropriate sexual conduct), domestic violence, dating violence, stalking and related retaliation should be made to the Human Relations Officer, the Bread Loaf director or designee, or the vice president for Middlebury’s Language Schools, Schools Abroad, and Graduate Programs.
Employees with supervisory responsibility are expected to report any complaints or suspected acts of harassment, discrimination, sexual misconduct, domestic violence, dating violence, stalking or related retaliation involving employees (even if they do not involve direct reports) to the Human Relations Officer, Human Resources, the Bread Loaf director or designee, or the vice president for Language Schools, Schools Abroad, and Graduate programs.

**Please note:** Any faculty or staff member who learns of an incident of discrimination, harassment, sexual misconduct, domestic violence, dating violence, stalking or related retaliation involving a student must report this information to Middlebury’s Human Relations Officer, unless their status as a confidential resource precludes this disclosure. Confidential resources include the staff of the Parton Center for Health and Wellness, the staff of the Chaplain’s Office, or other medical, counseling, support, or religious personnel and volunteers who are required by law to maintain confidentiality.

Ordinarily, allegations will be addressed in accordance with the procedures outlined in Middlebury’s Anti-Harassment/Discrimination Policy or Middlebury’s Policy Against Sexual Misconduct, Domestic Violence, Dating Violence and Stalking, as applicable; however, where applicable law in the locale where the program takes place mandates different procedures or policies, those procedures and policies will apply.

Reasonable accommodations will be provided, upon request, for persons with disabilities who need assistance in reviewing the policies or in filing or pursuing a complaint of discrimination, harassment, sexual misconduct, domestic violence, dating violence or related retaliation.

Please consult the appendices to the policies for resources and contact information.

**Sexual Relationships between Faculty and Students**

The integrity and trust of faculty-student relationships are central to Middlebury’s mission. All Bread Loaf students should be aware that:

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 note 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. Please see the full text of the “Policy on Sexual Relationships Between Faculty and Students” at: www.middlebury.edu/about/handbook/misc/antiharassment#other
Disciplinary Action. Faculty or staff found to have violated Middlebury College policy may be subject to the full range of disciplinary actions, as applicable, up to and including termination of employment. For further information regarding Middlebury’s policies, please see below:
Alcohol and Other Drugs Policies. Links to the full text of Middlebury’s Alcohol and Other Drugs policies are available below (printed copies are available from the BLSE director):

- **Alcohol and Other Drugs:**
  
  http://www.middlebury.edu/about/handbook/student_policies/alcohol_drugs_policy

- **Middlebury College Handbook “9.3 Discharge” (“Use or possession of, or being under the influence of illegal substances or alcohol while at work”):**
  
  http://www.middlebury.edu/about/handbook/employee/leaving_midd/discharge

Middlebury is committed to promoting individual and community health, safety, and responsibility. We expect all students, faculty, staff, and visitors to observe all local, state, and federal laws governing the possession, use, and furnishing of alcoholic beverages and controlled substances, also referred to as illegal drugs. We have also committed to ensuring that, in accordance with the Drug Free Schools and Community Act of 1989, our policies concerning alcohol and drugs are clear, readily understood, and applied consistently and equally to all students. When alcohol violations occur, students may face disciplinary action. Serious incidents that put a student or others at risk of harm, as well as repeated offenses, require a more vigorous response, including referral to counseling or a treatment facility, and/or disciplinary outcomes as appropriate.

All BLSE students, faculty, staff, and visitors are subject to local, state, and federal laws, as well as Middlebury’s drug and alcohol policies, while on Middlebury-owned or leased properties or involved with off-campus programs or activities sponsored by Middlebury or a registered Middlebury organization. Middlebury does not protect students from prosecution for drug or alcohol offenses under local, state, or federal laws and does not interfere with legitimate law enforcement activities. Law enforcement officers may have a legal right to search individuals, and with consent or proper documentation may search property—including residence hall rooms—without prior notice. Middlebury also reserves the right to furnish law enforcement officials with information regarding alleged illegal activities.

In order to preserve the safety of our residents, the State of Vermont and Middlebury College both adhere to policies that limit disciplinary consequences when appropriate care is sought for
individuals in drug- or alcohol-related distress. Please see Good Samaritan Policy for more information.

Prohibited Actions:

- **Alcohol:**
  - Underage drinking. Only persons of legal age (21 or older in the United States) may possess or consume alcoholic beverages. Legal proof of age, such as a valid driver's license, state issued liquor identification card, or a passport, may be required.
  - Purchasing, serving, or furnishing alcohol for or to a minor.
  - Selling, manufacturing, or distributing alcohol illegally.
  - Possessing, producing, or providing false identification.
  - Operating a motor vehicle while under the influence of alcohol or other drugs. Driving on or off campus under the influence of drugs or alcohol is prohibited: fines are assessed, and driving privileges on campus will be suspended. Students who are charged by law enforcement officers with Driving Under the Influence (DUI) and are awaiting the outcome of legal proceedings shall have their campus driving privileges suspended pending the court disposition. In those incidents where the DUI involves an accident with injuries to others, or other exceptional factors, immediate disciplinary action may take place.
  - Bringing alcohol to a Bread Loaf or Middlebury event, or taking alcohol served at that event from the authorized area. Only alcohol served at Bread Loaf sponsored events is permitted at those events.
  - Possessing alcohol in unauthorized spaces. Open containers of alcohol are prohibited in public spaces, or outside on the campus grounds, unless the area has been designated for a registered or catered event. Students of legal age may transport open alcohol containers for personal use within residence halls, but the use of hallways for parties is prohibited.
  - Bringing kegs or common containers (e.g., punch bowls containing alcohol) onto campus.
  - Engaging in drinking games or other activities designed for the purpose of becoming intoxicated.

- **Drugs:**
  - Using or possessing illegal drugs.
  - Using, possessing, selling, distributing, or manufacturing prescription medication without a properly issued prescription.
  - Distributing, selling, or possessing with the intent to distribute illegal drugs or controlled substances.
  - Growing and/or manufacturing any illegal substance.
  - Possession of drug paraphernalia that has been used.

**Health and Community Responsibility.** Middlebury believes that alcohol and other drug-related problems affect our entire community and that each of us has a responsibility to help safeguard the community health by respecting Middlebury’s policy and intervening in situations of abuse. Any member of the Middlebury community having knowledge of an individual on campus who is abusing alcohol or in possession of or using illegal drugs is urged to encourage
the individual to seek counseling and/or medical assistance. All members of the community are also expected to help protect the community health by informing the Bread Loaf directors or staff members of instances of drug distribution and/or sales.

Involvement with or dependency upon drugs or illegal use of alcohol is viewed by Middlebury as a health concern, as well as a disciplinary matter. Any time a Bread Loaf director (or designee) has reasonable concerns that a student’s health is being compromised by alcohol or other drug use (even in cases where no concrete evidence or direct witness is involved) a drug and/or alcohol assessment, on or off campus, may be required.

**Laws, Resources, and Additional Information.** For information specific to state and federal laws governing the use, possession, and distribution of drugs and alcohol, as well as additional resources, see "[Drugs and Alcohol: Policies, Laws, and Resources](http://www.middlebury.edu/about/handbook/misc/drug_and_alcohol)".

**Threat Assessment and Response.** Middlebury is committed to maintaining an environment that is safe for all students, staff, faculty, and visitors. To that end, Middlebury has established a Threat Assessment and Management (TAM) team, which is empowered to assess risk and, in cooperation with other appropriate Middlebury authorities, formulate an appropriate response in situations where an individual’s statements or behavior generate concern that he or she may present a threat to the health or safety of self or others. The TAM Team seeks to mitigate potential risks before they result in harm.

Anyone who believes that an individual has committed or may commit an act of violence, is engaging in behavior or making statements that generate concern about the potential for violence, or otherwise may threaten the health or safety of any member of the Middlebury community should call the appropriate campus office of public safety (listed on the Campus Information Pages). In cases of emergency, students should call 911 in the U.S. or the Porter’s office at the Oxford campus (dial 79800 from a Lincoln College phone); (see Oxford Summer Information Page). Individuals may also make a report to the TAM team, which will handle the matter in accordance with Middlebury’s Threat Assessment and Response Policy.

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**Withdrawals.**

1. **Non-Medical Withdrawal**
   Students who withdraw from the Bread Loaf program before the end of the drop/add period because of non-medical emergencies will not have any courses or grades appear on their
transcripts. Students who withdraw after the drop/add period will receive grades of "WD" (pass or fail) on their transcripts.

II. Medical Withdrawal Requested by Student
Voluntary medical withdrawals are appropriate when a student’s medical, psychological, or substance-related condition prevents the student from effectively and/or safely participating in Bread Loaf’s academic and/or residential life programs. Students who wish to withdraw from the Bread Loaf program for medical reasons must notify the Bread Loaf director. The Bread Loaf director shall determine their status at the point of withdrawal.

III. Medical Withdrawal Initiated by Middlebury
Middlebury may require withdrawal of a student for medical reasons when:

- there is a reasonable basis to believe, based on a case-by-case, objective assessment of the student’s behavior and other relevant information, that the student’s medical, psychological, or substance-related condition prevents him/her from safely or effectively participating in Bread Loaf’s academic or residential life program(s), such that the student is not otherwise qualified to attend Middlebury; or
- there is a reasonable basis to believe, based on a case-by-case, objective assessment of the student’s behavior and other relevant information, that as a result of the student’s medical, psychological, or substance-related condition, the student has threatened, or poses a significant risk of threatening, the health or safety of others; or causes or threatens to cause property damage; or engages in behavior that is unduly disruptive of others in the Bread Loaf or Middlebury community. (Behavior that is “unduly disruptive” includes but is not limited to conduct that interferes with, or poses a significant risk of interference with, the emotional or physical well-being of others and/or the academic, extracurricular, or social activities of others.)

For additional information on procedures in these cases, see Withdrawals in the Bread Loaf Student Handbook.

Public Health Emergencies. In the unlikely event that a pandemic disease (such avian or swine flu) shows signs of affecting the Bread Loaf community, the School may need to shut down. Middlebury advises that all students, faculty, and staff have contingency plans for evacuating to an alternative destination (home, a friend’s house, e.g.) should conditions warrant.

The Bread Loaf School of English, a graduate program of Middlebury College, is accredited by the New England Association of Schools and Colleges.

Middlebury College complies with applicable provisions of state and federal law that prohibit discrimination in employment or in admission or access to its educational or extracurricular programs, activities, facilities, on the basis of race, color, ethnicity, national origin, religion, sex, sexual orientation, age, marital status, place of birth, Vietnam veteran status, or against qualified individuals with disabilities on the basis of disability. Because of varying circumstances and legal requirements, such provisions may not apply to programs offered by the College outside the
United States. This is consistent with the College’s intent to comply with the requirements of application law. Individuals with questions about the policies governing such programs should direct inquiries to the Bread Loaf director, Emily Bartels