OPENING SCHEDULE FOR GRADUATE FACULTY

ARRIVAL
Your accommodations will be ready on Saturday, June 27. When you arrive, check in at the Public Safety office for your key & dorm access card. Public Safety is open 24/7 and is located at 125 South Main Street. Please stop by the Spanish School bilingual office to pick up your arrival packet and a key which opens the Faculty Computer room located in Milliken 206 and the Faculty Kitchen located in Lang 454 and the Faculty Lounge located in Adirondack Coltrane. The Spanish School bilingual office is located in Milliken 212 – hours Monday through Friday 9 to 1 and 2 to 5.

ARRIVAL/DEPARTURE FOR THREE-WEEK FACULTY
First Session – Arrival –same as 6wk. Last day of class & departure Wednesday, July 22.
Second Session – Arrival Wednesday, July 22. First day of class Thursday, July 23.
Last day of class Wednesday, August 12. Departure by Monday, August 17.

DINING
All meals are served in Proctor Dining.
Weekend Brunch 8:00 a.m. – 1 p.m.
Breakfast 6:30 a.m. – 9 a.m.
Lunch 12:50 p.m. - 2:20 p.m.
Dinner 6:50 p.m. – 8:20 p.m.

FILMS
Saturday, June 27; Sunday, June 28; Monday, June 29; Tuesday, June 30
All at 8:30 p.m. in McCardell Bi Hall 220

OBLIGATORY HUMAN RESOURCES MEETING (Mandatory in order to receive paychecks)
Wednesday, July 1 stop by between 10 a.m. and noon TBA

SPAN 6560 FACULTY MEETING
Wednesday, July 1 12:00-1:30 p.m. Adirondack Coltrane

LIBRARY & TECH ORIENTATION
Wednesday, July 1 2:00-4:00 p.m. TBA
ALL SPANISH SCHOOL OPENING (Mandatory for all)
Wednesday, July 1  3:00-5:00 p.m.  Faculty meeting – McCullough Social Space
5:00-6:30 p.m.  Opening ceremony/reception – McCullough SS
8:30 p.m. (all Schools)  Mead Chapel

CLASSES START
Thursday, July 2  Rooms TBA

ALL SPANISH FACULTY/STAFF RECEPTION
Thursday, July 2  5:00-6:00 p.m.  MCC Crossroads Café

LAST DAY OF CLASS & FINAL BANQUET
Wednesday, August 12

DEPARTURE
Must check out by noon on Monday, August 18.

MAILING ADDRESS
Your name
Spanish School
Middlebury College
14 Old Chapel Road
Middlebury VT 05753

ACTIVITIES
During the summer session, the Spanish School also offers social events such as a "talent show" or Cabaret. You may want to prepare for these events by bringing costumes, musical instruments, etc.

Later in the summer, we will have a costume ball (baile de disfraces); some people dress in the regional costume of a hispanophone area, others create their own costumes after they arrive; if you have something culturally appropriate and/or fun, bring it along with you.

We may also offer hiking, as well as other athletic activities, to those who would like to participate. The Middlebury College campus offers complete athletic facilities, so feel free to bring appropriate equipment for tennis, basketball, soccer (particularly shin guards), swimming, volleyball, etc.

BOOKS
Professors have been notified of any changes that have occurred. Please bring your copy of the book with you.

COPYRIGHT & COURSE PACKS
If you plan to use a course pack, please complete the form that was included in your contract mailing. Send the form and your master copies to Audrey LaRock larock@middlebury.edu immediately.
FACULTY BIOS
Please refer to the Middlebury website and contact Holly Stark hsstark@middlebury.edu with any errors. http://www.middlebury.edu/ls/grad_programs/spanish/faculty_staff

PHOTOS
If your photo is not on our website and you would like to include one, please email it to Holly Stark hsstark@middlebury.edu. Jpeg format is compatible with the Middlebury system.

LIBRARY RESERVE
All books ordered for a course will be placed on reserve. If you desire other books to be on reserve, please contact Joy Pile, pile@middlebury.edu.

Since your first salary check will not be issued immediately, you should come prepared. In order to be paid, you must check in with Human Resources (see time and place above on this schedule). Please make sure you bring the proper documentation. Non-U.S. citizens who plan to visit Canada during the summer should check with the Canadian consulate for visa requirements.

If you have any questions or concerns, please call me at (802) 443-5539, or fax (802) 443-2075, or email larock@middlebury.edu. I apologize for my lack of Spanish and ask that any communications to me be in English. Thank you. I look forward to seeing you soon.

Audrey LaRock