Spring 2015

Dear School of Hebrew Faculty and Staff:

We are pleased you will be joining us for the 2015 summer session of the School of Hebrew. On behalf of the Director of the School of Hebrew, Vardit Ringvald and Assistant Director, Sara Hascal, we are delighted to welcome you to the Middlebury College Language Schools.

Arrival Dates
Please plan to arrive on campus on your contracted date. If you arrive prior to your contracted date housing and room keys will not be issued.

Arrival Dates for Students
- Friday, June 26: 3-week Life Long Learners
- Friday, June 26: 7-week students
- Tuesday, June 30: 6-week students

NEW!
- All Faculty and Staff are responsible for their own transportation to/from Middlebury College. Attached to this email you will find a PDF which list transportation options.
- No luggage, classroom supplies, or packages sent in advance will be accepted for storage and cannot be stored on campus for any length of time after you have departed.
- All Faculty and Staff are financially responsible for packages shipped to/from Middlebury College.

Please review all of the pre-arrival information carefully before arriving on campus for the summer. You will receive a copy of the Handbook and Faculty Supplement to the Handbook when you arrive on campus in June. In the meantime, if you have questions you can refer to both documents at: http://www.middlebury.edu/ls/facstaff_prearrival.

Prior to arriving at Middlebury
- Kosher Kitchen: Middlebury will be operating the Kosher Kitchen again for the summer 2015 programs. Please fill out this form for all family members who are requesting Kosher meals and send the completed form to hebrew-ls@middlebury.edu
- Anti-harassment training: Monday, June 29, 2015 4:00-5:00PM in MCC Wilson Hall. This training must be completed at this time. Please note, no online training will be offered this year.

What to do when you arrive at Middlebury
If you arrive prior to or after the arrival center hours you should go directly to Public Safety at 125 South Main Street to pick up your room key and get your ID card (if you no longer have last year’s). You may then check into your rooms and stop by the School of Hebrew offices in Atwater A suite BA, to pick up your arrival packets. Your arrival packet will contain the final version of the Faculty/Staff Orientation Schedule, handbooks, class schedule and other important information.
Meeting with Human Resources/Arranging for Paychecks
Faculty and staff meeting with the Human Resources Department and the office for International Students and Scholars are scheduled as follows: *All faculty and staff: Friday June, 26 at 11:00AM or Thursday, July 2 at 4:00PM. You MUST check in with HR/ISSS before you begin work.*
At this time, you will complete documents required by Human Resources. *No paychecks will be issued until your paperwork is completed.* Be sure to bring with you the appropriate documents to present to the human resources representative to verify your employment eligibility. If you arrive after the above dates, you will need to go to the Human Resources department to complete your paperwork. If you are a Foreign National please make sure you check in with ISSS first before checking in with Human Resources.

Computing at Middlebury College
Please see the Faculty Pre-arrival website for important information about using the computing systems at Middlebury College. This page includes instructions for connecting to the Middlebury network and for setting up your email account: [http://www.middlebury.edu/ls/facstaff_prearrival](http://www.middlebury.edu/ls/facstaff_prearrival)

Opening Week Events
- **Tuesday, June 16, 2015: 8:00 a.m. to 4:00 p.m., First Aid/CPR Training – Mitchell Green**
- **Thursday, June 18, 2015: 9:00 a.m. to 11:45 a.m., Active Threat Response/Crowd Control/Van Driver Training – Mitchell Green**
- **Thursday, June 23, 2015: 8:30 a.m. to 12:00 p.m., Bilingual training – TBA**
- **Thursday, June 25, 2015: 9:00 a.m. to 11:45 a.m., Active Threat Response/Crowd Control/Van Driver Training – Mitchell Green**

*Check in with HR and ISSS – all faculty and staff are required to do this whether new or returning*
- **Friday, June 26: 11:00 – 11:30 a.m., 3-week faculty and staff at TBA**
- **Friday, June 26: 11:00 – 11:30 a.m., 7-week faculty and staff at TBA**
- **Thursday, July 2: 4:00 – 5:00 p.m., 6-week faculty and staff at TBA**

Sunday, June 28, 2015 – all day: placement exams/student orientations

Wednesday, July 1, 2015: 8:30 p.m., Language Schools Convocation Mead Chapel *(ceremony will be followed by an official convocation ceremony)* *The exact time may change so please check the calendar upon arrival.*

What to bring with you to Middlebury
You may consider bringing with you to campus: a fan, light-weight clothing, swim suit, warm sweater and a light weight blanket, tennis racquet, soccer cleats, and other sporting equipment. The School of Hebrew offers many cultural and social events such as themed parties, game nights, theatrical productions, dances, a choral concert, and a cabaret. You may want to prepare for these events by bringing musical instruments, costumes, etc. Attire at Middlebury tends to be casual, but you may wish to be prepared for a small number of special events requiring fancier clothing. The weather in Vermont during the summer is warm and pleasant during the day; summer evenings can be cool, but we are likely to experience a week or two of temperatures in the nineties (30 + degrees Celsius) accompanied by very high humidity.

Visitors
Please note; any visitors staying with you on campus must register with us. The cost for staying on campus is $29 per person per day. The cost for eating in the dining halls is an additional $10 per person per day. Please provide us with the names of your visitors and the dates they will be on campus. We will enter them into a guest database that will allow them to pick up room keys at public safety as well as temporary ID cards. Please note -for the first part of the summer we will have very few unassigned rooms available to us and in some cases your guests may not be able to stay on campus.
The Middlebury Language Schools staff has been working hard to insure your arrival and first days on campus go as smoothly as possible. However, if you have any questions prior to traveling to Vermont, please do not hesitate to call or email us.

We hope this information proves to be useful in planning for your summer and we look forward to seeing you in person in June.

Warm Regards,

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CC/cc