THE SPANISH SCHOOL
2015 Seven-Week Session
OPENING SCHEDULE FOR FACULTY

ARRIVAL:

New Spanish School faculty arrives on Tuesday, June 23. Returning faculty return Wednesday, June 24.
Please see Thursday activities beginning at 8:30am.

Check in at Public Safety at 125 South Main Street for your key and dorm access card at any time: Public Safety is open 24 hours a day, and their phone number is 802-443-5133; their e-mail is publicsafety@middlebury.edu.

Please stop by the Spanish School bilingual office to pick up your arrival packet and a key which will access the Faculty Computer Room (Milliken 206), the Faculty Kitchen (Lang 454), and Coltrane Lounge in Adirondack (the Spanish School Faculty Lounge for 2015). The Spanish School bilingual office is located in Milliken 212. Hours are Monday through Friday, from 9am to 1pm and from 2pm to 5pm.

DINING (through dinner on June 26th, when the students arrive)
Breakfast 7:00am-9:00am Proctor
Lunch Noon – 1:00 Proctor
Dinner 5:30pm - 6:30pm Proctor
Dinner - June 26 6:50pm-8:15pm Proctor

Thursday, June 25

1. Library and tech orientation 8:30-11:30 LIB 140
   This includes new resources carried by the library, as well as Course Hub and Moodle. The Library requires this of all new and returning faculty.

2. Meeting for new 7-week Faculty 1:00pm-2pm ADK CLT

3. Check in with Human Resources 2-4pm Carr Hall
   *obligatory, to receive paycheck

Friday, June 26

7-week Faculty Meeting 9:00am-12pm ADK CLT
Additional faculty meetings 9:00am-5:00pm TBA
Saturday, June 27
Student Orientation Sessions-Mandatory (Faculty participation will be required)

Levels 1, 1.5  8:30-9:30am  ADK CLT
Level 2  9:30-10:30am
Levels 3, 4  10:30-11:30am

MiddKid Meeting (Directors)  2:00 pm  ADK CLT

Placement Testing for 7-week Students (Faculty participation will be required)
Written Exams  2:30-3:30  MBH 305, 311, 331, 338, 403, 411, 430, 438
Oral Exams  3:30-5:30pm  MBH 305, 311, 331, 338, 403, 411, 430, 438

Faculty Discussion of Results  6-7pm  ADK CLT

Film  8:30pm  MBH 220

Sunday, June 28
Activities for Students (Faculty participation will be required)

Levels 1, 1.5  10:00am-11:15am  Johnson “Pit”
Level 2  11:15am-12:45pm  Johnson 304
Levels 3, 4  12:45pm-2:00pm  Johnson 304

Film  8:30pm  MBH 220

Monday, June 29
Classes start  8:00am  Rooms TBA

Wednesday, July 1
Library and tech orientation – 6 wk. 2-4pm  TBA
Faculty/Staff meeting (mandatory)  3:00pm-5:00pm  Wilson Hall
Spanish School Opening (mandatory):
  Spanish Opening Ceremony  5:00-6:30pm  Wilson Hall
  and Reception
  Convocation (all schools)  8:30pm  Mead Chapel

Thursday, July 2
All Spanish Faculty/Staff Reception 5:00-6:00pm  Crossroads Café
DEPARTURE
All faculty and staff must check out by noon on Monday, August 17 (please note that the steam plant closes down on Tuesday, August 18, and there will be no hot water).

MAILING ADDRESS
Please use this format for your mailing address while you are in Middlebury:

[Your Name]
Spanish School
Middlebury College
14 Old Chapel Road
Middlebury, VT 05753

ACTIVITIES During the summer session, the Spanish School offers social events such as a closing "talent show" or Cabaret. You may want to prepare for these events by bringing costumes, musical instruments, etc. So if you play a string or brass instrument, or any relatively portable instrument at all, please bring it along so that you can become involved in a linguistic and cultural activity that also connects with your other interests, talents, and passions.

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

BOOKS: Please refer to the course descriptions on the website. 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 me immediately.
**COURSE DESCRIPTIONS & FACULTY BIOS:** Please refer to the Middlebury website and contact me with any errors.
http://www.middlebury.edu/ls/spanish/curriculum/courses
http://www.middlebury.edu/ls/spanish/faculty

**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.

**PHOTOS:** If your photo is not on our website and you would like to include one, you may e-mail a photo to me at spanishschool@middlebury.edu. Jpeg format is compatible with the Middlebury system.

Since your first salary check will not be issued until July 10th, you should come prepared. In order to be paid, you must check in with Human Resources (see time and place on first page of 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.

**STUDENT AND FACULTY HANDBOOKS WILL BE AVAILABLE ONLINE AT :**
http://www.middlebury.edu/ls/facstaff_prearrival

If you have any questions or concerns, please call me at 802.443.5538, or e-mail hsstark@middlebury.edu

Thank you. I look forward to seeing you soon!

Holly Stark
7-Week Spanish School Coordinator
Middlebury College