2015 SPANISH SCHOOL
Opening Schedule for Bilingual Staff

ARRIVAL:  Sunday evening, June 21 or Monday, June 22

Go to Public Safety to pick up your room key and access card. Public Safety is located at 125 South Main Street and is open 24 hours a day.
On Monday the 22nd after 9:00 AM, please check in with me, Holly Stark, at Milliken 210 to pick up your arrival packet and other keys.

DINING-until dinner on Friday, June 26th (when students arrive)

Breakfast:  7:00-9:00AM (last day: June 26th)  Proctor
Lunch:     noon-1:00PM (last day: June 26th)  Proctor
Dinner:    5:30-6:30PM ((last day: June 25th))  Proctor

LS STAFF ORIENTATION
Tuesday, June 23     8:30 AM-12:30PM  Axinn 220
Drupal Training for bilinguals with Joe Durante  (optional)
Tuesday, June 23  1:30-3pm  MBH 161

Time to be determined: Radio training for bilingual  (WRMC-at Proctor: Eduardo Espina)

FIRST STAFF MEETING
Wednesday, June 24  10:30 AM  Jacobo Sefami’s Office
Beginning Monday, June 29, our staff meetings will take place on Mondays at 9:30AM.

VAN DRIVER TRAINING/CROWD CONTROL TRAINING
Thursday, June 25  9-11:45AM  Mitchell Green Lounge
*You must have a valid driver’s license to obtain a Middlebury College license.
Active Threat Response at 9/Crowd Management at 9:30/Driver Training at 10:30
15-passenger van road tests, 1-5pm.

Wednesday July 15, First Aid/CPR, 8-4, MCC Mitchell Green Lounge
---Interested bilinguals need to plan ahead for this. I want this to be an opportunity for any interested bilingual.

PAYDATES
You must check in with Human Resources on Thursday, June 25, between 2 -- 4PM (Carr Hall) to complete paperwork. Please be sure to 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.

Paychecks will be issued on Friday, July 10; Friday, July 24, and Friday, August 7. Since your first salary check will not be issued until July 10th, you should come prepared. In order to be paid, all staff and faculty must check in with Human Resources on Thursday, June 25.
DEPARTURE
You must check out by noon on Monday, August 17. (Please note that hot water will be shut off on Sunday, August 16). The usual departure date is **Saturday, August 15**.

ACTIVITIES
During the summer session, the Spanish School offers social events such as a closing "talent show" or *Cabaret*. 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 Hispanic 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.

MAILING ADDRESS

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Please keep in mind that our first few days are very busy and include many more activities than those that are listed above. We will be setting up our offices, preparing the dorms with signs, helping faculty to get organized and most certainly fighting with the photocopier. We will be busy making our first “Boletín” of the summer, and also preparing our in-language portion of the website ([http://www.middlebury.edu/ls/spanish/in_language](http://www.middlebury.edu/ls/spanish/in_language)). There is a lot to do, but “many hands make light work,” and it is always very exciting and fun!

I look forward to seeing all of you. I do not speak Spanish, so I will rely heavily on you during the summer, for communications with students and with some of our faculty. I hope you will feel free to ask questions – if I don’t know the answer to your question, we will find the answer together.

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

Sincerely,

*Holly Stark*
Coordinator, Seven-Week Spanish School
Middlebury College