Dear Italian School Faculty and Staff:

I am pleased you will be joining us for the 2015 summer session of the Italian School. On behalf of the Director of the Italian School, Antonio Vitti, I am delighted to welcome you to the Middlebury Language Schools.

The pre arrival web site, http://www.middlebury.edu/ls/mills_facstaff_prearrival contains information that should be reviewed thoroughly before you arrive on campus in June. You will receive the Handbook and Faculty Supplement to the Handbook when you arrive on campus in June. This information is updated yearly and changes do occur.

When you arrive on campus, please check in at the Public Safety guard kiosk at the front gate where you will receive instructions for picking up your access card and room key. If you arrive during regular office hours, you should go to the Italian School Office in Orchard Meadow Hall, to check-in and pick up your arrival packet. Your arrival packet will contain the final version of the handbook, class schedule and other important information.

If you are planning to arrive in the Bay Area earlier than Wednesday, June 17th, you are responsible for arranging your own accommodations, as the Italian School cannot house any faculty or students prior to the scheduled dates. Also, the Italian School cannot be held responsible for any luggage, books, or materials that you forward prior to your arrival.

Important dates to remember:

- Friday, June 19 at 10:00am – 11:00a.m. Italian School Faculty meeting in Orchard Meadow Library

- Faculty and staff meeting with the Human Resources Department for document processing is as follows:
  - 7-week faculty & staff: Friday, June 19th from 1:00p.m. to 3:00 p.m. in Reinhardt Lobby
  - 6-week faculty: Saturday, June 27th from 1:00p.m. to 3:00 p.m. in Reinhardt Living Room

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. The list of acceptable documents was mailed with your contract.

A few items you should consider bringing with you to campus are: musical instruments, light weight clothing, swim suit, warm sweater and a light weight blanket, Yoga mat, tennis racquet, soccer cleats, and other sporting equipment. Attire tends to be casual, but you may wish to be prepared for a small number of special events requiring nicer clothing. In addition, you may want to bring some sort of costume for our Feste di carnevale in maschere.
Summer mornings and evenings in the Bay Area can be quite cool (some say cold). The weather usually warms up toward the middle of the day. You should not need a heavy coat, but light layers are a good idea: jackets, sweaters, etc. The summer is the dry season.

All of us at Middlebury have been working hard to make your arrival and first days go as smoothly as possible, but if you have questions before you leave for California, please don't hesitate to call or write by e-mail to either Antonio Vitti, ancvitti@indiana.edu or me kgennare@middlebury.edu. I am confident that your summer at the Italian School will prove to be a rewarding and enriching experience. I hope this information proves to be useful in planning for your summer.

Kara Gennarelli
Italian School Coordinator
kgennare@middlebury.edu
phone: 802-443-5727