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This publication is supplemental to the 2015 Language Schools Handbook, which all summer faculty and staff are required to read. It is on the Web at http://www.middlebury.edu/ls/policies/mills_prearrival/language-schools-handbook-special-policies. The Middlebury College handbook also applies to all summer, graduate, and special programs.

*Because it may be necessary to change the text of this Supplement to the Handbook from time to time, the statements made herein are not meant to be and should not be considered contractual in nature.*

**Summer 2015 Calendar**

### June

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Wednesday</td>
<td>8-week faculty arrive</td>
</tr>
<tr>
<td>12</td>
<td>Friday</td>
<td>8-week students arrive</td>
</tr>
<tr>
<td>13</td>
<td>Saturday</td>
<td>8-week placement tests</td>
</tr>
<tr>
<td>14</td>
<td>Sunday</td>
<td>8-week advising; registration; opening ceremonies</td>
</tr>
<tr>
<td>15</td>
<td>Monday</td>
<td>8-week classes begin</td>
</tr>
<tr>
<td>17</td>
<td>Wednesday</td>
<td>7-week faculty arrive</td>
</tr>
<tr>
<td>19</td>
<td>Friday</td>
<td>7-week students arrive</td>
</tr>
<tr>
<td>20</td>
<td>Saturday</td>
<td>7-week placement tests</td>
</tr>
<tr>
<td>21</td>
<td>Sunday</td>
<td>7-week advising; registration; opening ceremonies</td>
</tr>
<tr>
<td>22</td>
<td>Monday</td>
<td>7-week classes begin</td>
</tr>
<tr>
<td>23</td>
<td>Tuesday</td>
<td>8-week add/drop deadline (noon)</td>
</tr>
<tr>
<td>24</td>
<td>Wednesday</td>
<td>6-week faculty arrive</td>
</tr>
<tr>
<td>26</td>
<td>Friday</td>
<td>6-week students arrive</td>
</tr>
<tr>
<td>29</td>
<td>Monday</td>
<td>6-week classes begin; 7-week add/drop deadline (noon)</td>
</tr>
</tbody>
</table>

### July

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Monday</td>
<td>6-week add/drop deadline</td>
</tr>
<tr>
<td>8</td>
<td>Wednesday</td>
<td>Last day to drop a course without receiving a WD/F</td>
</tr>
</tbody>
</table>

### August

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Friday</td>
<td>6-, 7-, and 8-week classes end; grades due</td>
</tr>
<tr>
<td>8</td>
<td>Saturday</td>
<td>All students check out by 10:00 a.m.</td>
</tr>
<tr>
<td>9</td>
<td>Sunday</td>
<td>All faculty check out by noon</td>
</tr>
</tbody>
</table>
General Information

Arriving on Campus
Please send a digital, passport-style (Head and shoulders only. No hats or sunglasses, please.) photo of yourself to millsdigitalphotos@middlebury.edu before arrival. Photos will be used to create ID cards for access to dining and residence halls, among other campus privileges. Please send your photos in .jpg format by May 27th for the start of the 8-week program, June 3rd for 6 and 7-week programs.

Most faculty will be expected to arrive on the following days. If you should arrive on a different day, your School will notify you.

- 8-week session Wednesday, June 10
- 7-week session Wednesday, June 17
- 6-week session Wednesday, June 24

Because there is a very short window during which the campus is readied for the summer session, we cannot accommodate early arrivals except for official orientation sessions arranged by the Director of your School. There are several hotels and motels in the area for those arriving in Oakland before the beginning of your session. Summer staff may need to arrive earlier than indicated above; please check with your Director.

Faculty and Staff Housing

The Language Schools provide housing for summer faculty, their spouses, domestic partners, and/or dependent children; non-teaching staff members are not permitted to bring spouses or domestic partners (it is Middlebury’s policy to extend to domestic partners the same privileges and benefits accorded spouses.) Space is very limited. We are not able to house friends or other family members (including adult children or parents of faculty and staff).

If you plan to bring a spouse/domestic partner and/or dependent (18 years old or younger) children to campus, the College will provide room and board for them based on housing availability.

Due to our limited housing facilities, we can only accommodate a faculty member’s spouse or domestic partner, dependent children (18 years old or younger), and a caregiver for children 11 years old or younger.

If you are planning to bring children under the age of 12, and your spouse/domestic partner will NOT accompany you, you must also have a full-time caregiver on hand throughout the session, even if you hope to enroll your children in daycare or recreational programs in the Mills area.

All children over the age of 5 and caregivers will be charged board at a rate of $22.80 per day, whether or not they eat in the dining hall. These fees will be deducted from your pay through payroll.

Any non-dependent adults that accompany you to campus will be charged $22.80 per day for board and $34.45 per day for housing. These fees will be deducted from your pay through payroll.

If a dependent, caregiver, or non-dependent adult will no longer be coming, you must notify us by May 1st. After May 1st, you will be billed for their applicable room and board expenses.
U.S. tax law requires the College to tax employees on the benefit derived from receiving room and board for their spouse/domestic partner and room for dependent children. A stipend will be added to the paycheck of those bringing a spouse/domestic partner and/or dependent children to help lessen the employees’ tax burden. If you have any questions, please contact the Director of your School. All taxes will be withheld from the first paycheck only.

If you wish to bring your extended family to the Oakland/Bay Area for all or part of the summer, visit www.extendedstayhotels.com for hotels in Oakland/East Bay, contact the Oakland Convention and Visitors Bureau at http://www.oaklandcvb.com, or Berkeley-Oakland Bed and Breakfast Network http://www.bbonline.com/ca/berkeley-oakland/.

Faculty and staff and their dependents live in dormitory rooms. Housing is not luxurious, and you should expect to share bathroom and kitchenette facilities with students or other families. We attempt to house faculty and staff with young children in smaller dorms separate from the main student dormitories. Teenage children may be housed in the dormitories of the School, if they speak the language of the School.

Rooms that are assigned to children who will not be present for the entire session may be used for other purposes (e.g., guest rooms) when those children are away from the campus. All Guests staying on the Mills campus must be registered with the Housing Management Dining Services office. In some cases it may be necessary for children from different families to share a room.

Faculty rooms are furnished with beds, one pillow and two blankets per bed, linens, student desks, desk lamps (in some rooms), desk chairs, chests of drawers and/or wardrobes. It is not possible for us to supply additional furnishings. We recommend that you bring with you, or purchase in Oakland, an additional lamp and a fan. Bed linens are exchanged once a week and fresh towels (two towels and one washcloth, one sheet set, one pillow and two blankets per person) are supplied once a week. If you will require additional linens, please bring them with you.

**Personal guests of faculty and staff may not be housed on campus.**

**Residential Keys and Access Cards for Language School Faculty/Staff and Dependents**

**Loss or Damage**
All lost or stolen keys and campus ID/access cards must be reported to Public Safety at 510.430.5555 and also to Housing Management and Dining Services (HMDS) at (510.430.2127), located in Sage Hall, Room 138. New keys and cards will be issued by HMDS. Faculty/Staff and dependents will bear any cost associated with the loss, theft, destruction, or damage to the key(s) and access cards issued. Any costs incurred for re-keying shall be assumed by the individual.

**Lock Outs**
Please call Public Safety at campus ext. 5555 or 510.430.5555 to let you into your room or building. A fee will be charged after the 3rd individual lock-out.
Fees
Lost, stolen, or unreturned Key—$100
Lost or stolen ID/Access Card—$20 (ID cards do not need to be returned at the end of the session)
Lost or stolen Temporary ID/Access Card (Issued for those arriving outside of HMDS office hours, and exchanged for a permanent ID Card as soon as possible)—$25
Master Key—$100 for the key plus $50 per lock to be changed.

Housekeeping
Cleaning
• Bathrooms and public areas of the dormitories are cleaned once daily, Monday through Friday only. Housekeeping will replace and restock toilet paper at this time.
• Private bathrooms or suite bathrooms are cleaned once a week.
• Cleaning of suite kitchenettes will be the responsibility of suite residents, and will not be performed by housekeeping staff.
• Each building will have a vacuum available for residents to use to clean their personal spaces.

Trash & Recycling
• The College will provide all faculty, staff, and students with bins for trash and blue personal recycling bins for temporary storage of recyclable materials. You are responsible for sorting recyclable materials into the appropriate bins at the Centralized Recycling locations in your building. Cardboard boxes should be broken down and left near recycling bins.
• Housekeepers will empty non-recyclable trash in faculty and staff rooms once per week when they enter to exchange linens.
• Housekeepers will empty faculty office trash and recycling twice per week on weekdays. Please note that due to the long and irregular hours kept by the Language Schools, housekeepers may need to enter faculty offices while faculty members are working.
• Middlebury at Mills is motivated by a strong commitment to preserve our environment, and to engage in a broad-based recycling program. More information about recycling will be included in your arrival packet.
• Batteries are hazardous waste and must not go into the trash. Batteries and florescent light bulbs should be separated and placed in the eWaste recycling box next to the soda machine outside of HMDS in Sage Hall.
• Sharp objects can pose a serious risk to our staff when put in the trash. Do not put needles directly in the trash! Please securely tape needles in a milk carton and then dispose of the carton.

Linen Service
• Clean linens will be provided to faculty and staff once a week by the housekeeping staff. In your arrival packet, you will receive a note with the day of the week on which linen service will be provided. Linen service will provide two towels, one washcloth, one sheet set, one pillow and two blankets per person.
• By 8:00 a.m. on the day of linen service, please bundle all your dirty linens together and leave them in a pile close to the entrance to your room or suite. Between the hours of 8:00 a.m. and 12:00 p.m., housekeepers will replace them with clean linens when they enter your room to empty trash. If linens are left outside the door, housekeeping will
assume you want privacy and won’t enter your room to empty trash.

- Please note that this is a one-for-one exchange: you will receive replacement linen only for the number of pieces of used linen you turn in. Should the used linens not be available at the designated time, there will be no linen exchange until the following week.

Additional Information

- Tipping housekeepers and other College personnel is neither required nor expected. If you wish to acknowledge extra effort by a member of the staff, a small gift at the end of the session might be appropriate.

- Problems with housekeeping or maintenance services should be reported promptly to Middlebury at Mills Administration for referral to the proper College department. Faculty members and their families should not contact College service departments directly except in emergencies.

Supervision of Children

Children under 12 are not permitted in any College facility, including dining halls, unless supervised by an adult who is responsible for ensuring their appropriate behavior. Children must not be left unattended in the dormitories, in classroom buildings, or on the campus. Construction projects which present a significant danger to unsupervised children may be taking place on campus during the summer.

Middlebury at Mills does not provide childcare services or space for day care. It is not acceptable for faculty to station unsupervised children in an adjacent room or in the corridor while they are teaching. If you are planning to bring children under 12, you must also have a full-time caregiver on hand throughout the session, even if you hope to enroll your children in day care or recreational programs in Oakland. Space in such programs is limited, and their schedules may not coincide with your professional commitments.

While Middlebury College does not provide childcare services, the Mills College Children’s School offers summer camp programs for elementary school aged children, K-5. Space in the programs is limited and fills up quickly, and their schedules may not coincide with your professional commitments. Please contact the Children’s School on the Mills campus, to learn more about the programs: (510) 430-2118 or children@mills.edu. Please get in touch with the Children’s School soon as early communication can help ensure childcare that fits your needs.

Parents of children who do not speak the language of the School are reminded of the Language Pledge signed by students. This calls for discretion in ensuring that no English is heard in the vicinity of students. We appreciate your cooperation.

Dining

Meals are provided free of charge to faculty and staff members and their spouses, and at a reduced rate (see chart) for dependent children.

Weekly menus can be found at: www.mills.edu/student_services/dining/index.php by clicking on the links on the right side of the page.
Meal Times

Regularly scheduled meals for the 8-week program begin with dinner on June 14th. 8-Week Faculty and Staff arriving on Mills campus before June 14th will eat on the following schedule:

Dinner, Sunday June 7th through Lunch on Wednesday June 19th

Café Suzie, Rothwell Center.
  *Breakfast and Lunch:* 8:00 a.m.–2:00 p.m.
  *Dinner:* 5:00–7:00 p.m.

*Dinner on Wednesday, June 10th: the start of regular meals*

Founders Dining Hall
  *Breakfast:* 7:00–9:00 a.m.
  *Lunch:* 11:30 a.m.–1:30 p.m.
  *Dinner:* 5:00–7:00 p.m.

Regularly scheduled meals for the 7-week program begin with dinner on June 19th. 7-Week Faculty and Staff arriving on Mills campus before June 19th will take their meals in Founders Dining Hall on the following schedule, Monday through Friday:

Monday through Friday:
  *Breakfast:* 7:00–9:00 a.m.
  *Lunch:* 12:00 p.m. – 1:00 p.m.
  *Dinner:* 6:00 p.m. - 7:00 p.m.

Faculty, staff, and their families eat in the dining hall assigned to their School, from dinner on the day that students arrive through the final lunch. Meal settings provide a valuable opportunity for students to interact informally with faculty and staff, and to practice their language skills. Faculty members are expected to make themselves available to students at meal times frequently, and to seek out those students who may be too shy or uncertain to initiate conversation. Dependent children who speak the language of the School are welcome and encouraged to interact with students. Meal times and locations for each School are included in the Language Schools Student Handbook.

Because eight-week faculty and staff generally arrive before the dining halls have opened, and faculty and staff in all sessions may depart later than the students, we arrange to serve special meals, combining all schools in one location, at the beginning and end of the session. Meal times and locations will be included in your arrival packet.

All faculty and staff must update Housing/Board information for themselves and all dependents whether or not they will be eating in the dining hall. Faculty will be charged for children who enter the dining hall but are not on the meal plan. Some dormitories have kitchenettes for preparing light snacks, but these facilities are small and inadequate for preparing meals.
It is our expectation that all children will take their meals in the dining halls. For families in which one parent is teaching, Middlebury College will take over the cost of the meal plan for **either** a spouse/partner or one child.

For families in which **both** parents are teaching, Middlebury College will take over the cost of the meal plan for one child. There is no charge for children 5 years of age and under. Board charges for older children and other guests are as follows:

**Board Fees for Dependent Children and Other Guests**

U.S. tax law requires the College to tax employees on the benefit derived from receiving “free” room and board for their spouse/domestic partner and “free” room for dependent children. A stipend will be added to the paycheck of those bringing a spouse/domestic partner and/or dependent children to help lessen the employees’ tax burden. If you have any questions, please contact the Director of your School.

<table>
<thead>
<tr>
<th></th>
<th>Housing</th>
<th>Board(Meals)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yourself</strong></td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td><strong>Spouse/Domestic Partner</strong></td>
<td>No Charge if in same room as yourself</td>
<td>Taxed plus stipend</td>
</tr>
<tr>
<td><strong>Dependent Children</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Babies</td>
<td>No charge if in same room as yourself</td>
<td>No Charge</td>
</tr>
<tr>
<td>Children 5 and under</td>
<td>Taxed plus stipend</td>
<td>No Charge</td>
</tr>
<tr>
<td>Children over 5</td>
<td>Taxed plus stipend</td>
<td>$22.80/day deducted from pay</td>
</tr>
<tr>
<td><strong>Caregiver</strong></td>
<td>Taxed plus stipend</td>
<td>$22.80/day deducted from pay</td>
</tr>
<tr>
<td><strong>Non-dependent Adults</strong></td>
<td>$34.45/day deducted from pay</td>
<td>$22.80/day deducted from pay</td>
</tr>
<tr>
<td>(i.e. children over 18)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Dining for Guests**

Guests who speak the language of the School may eat in a dining hall, with the permission of the Director or Associate Director, for the individual meal charges listed: breakfast $6.75, lunch and weekend brunch $8.75, dinner $10.75.

**Pre-departure Meals**

**Friday, August 7**

**Breakfast:** 7:00–9:00 a.m.

**Lunch:** Last Regularly Scheduled School Meals (See times in Language Schools Handbook)

**Dinner:** 5:00–7:00 p.m., Founders Dining Hall

**Saturday, August 8**

**Brunch:** 8:00 a.m.–1:00 p.m., Founders Dining Hall

**Dinner:** 5:00–7:00 p.m., Café Suzie

**Sunday, August 9**

**Brunch:** 10:30 a.m. to 1:00 p.m., Café Suzie
**Property Insurance**

The College does not maintain insurance for the personal property of faculty, staff, or students. It is your responsibility to insure valuable personal property that you bring with you.

**Medical Insurance**

A description of the Accident and Sickness insurance plan coverage available to summer faculty and staff of the Language Schools was included with your contract. Please review the information carefully so that you understand the benefits, limitations and exclusions of the coverage.

Faculty and staff members on J-1 visas are required to have medical insurance coverage; Middlebury College pays the insurance premium for those employees. Dependents who come on J-2 visas are also required to have medical insurance coverage. Middlebury College does not pay the premium for dependents; a fee of $135.00 per dependent will be deducted from the faculty or staff members’ paycheck.

Any other faculty or staff member may enroll in this insurance plan at the same rate of $135.00 per person, which will be deducted from their paycheck. To enroll, please complete the form that was included with your contract.

If you choose to enroll in this Accident and Sickness insurance plan and receive a bill for any medical services, claims should be reported within 30 days from the date of the accident and applicable medical bills submitted within 30 days to:

**BMI Benefits**

P.O. Box 511

Matawan, NJ 07747

Toll free: (800) 445-3126

Fax: (732) 583-9610

This insurance plan also provides access to the 24-hour worldwide emergency assistance services network, On Call International. On Call International must be contacted prior to making any arrangements relating to the Emergency Medical Evacuation or Repatriation benefits. They also provide a variety of other services for those enrolled in the plan including referrals to the nearest, most appropriate medical facilities, emergency travel arrangements and assistance with lost or stolen items. The toll-free number to reach On Call International is 800.850.4556. Outside of the United States, they may be called collect at 1.609.452.8570.

If you have any questions related to your enrollment in the Accident and Sickness plan, or have general benefit or service questions, you may contact Gallagher Student Health & Special Risk at 1.800.430.0697 or by e-mail at middleburystudent@gallagherstudent.com.

**Health Services**

For all healthcare needs, Middlebury at Mills uses Concentra, a comprehensive medical facility with locations in Downtown Oakland and nearby San Leandro. The Oakland clinic is located at 384 Embarcadero West, about 8.6 miles from the Mills campus, and is open from 8:00 a.m. to 5:00 p.m. Appointments are not necessary for Urgent Care, but can be scheduled by calling 510.465.9565 during business hours or after hours by calling 510.204.2750. The San Leandro...
For a complete list of insurance carriers accepted by Concentra, visit:  http://www.concentraurgentcare.com/Your-Visit/Insurance-Accepted/

In case of an emergency, you can be seen at the Alameda Hospital Emergency Room, located at 2070 Clinton Ave. Alameda, California 94501, 510.522.3700, approximately, 5.8 miles from the Mills campus, an 18 minute taxi ride or drive, or either of the Alta Bates Summit Medical Center Emergency Rooms, located at 350 Hawthorn Avenue in Oakland, 510.655.4000, approximately six miles from campus or 2450 Ashby Avenue in Berkeley, 510.241.4444, approximately eight miles from campus. (Kaiser Permanente has an Emergency Room close to Mills campus at 280 W. MacArthur Blvd in Oakland, 510.596.1000, but it is recommended for people who have Kaiser Permanente Insurance.)

The cost of hospital emergency care is considerably more expensive than seeing a private physician in the community for routine care. Some private physicians in the area are: Dr. Jonathan Noble, MD, 2500 Milvia Street in Berkeley, Suite 218. Office hours are from 9:00 a.m. to 5:00 p.m. Monday through Friday at 510.848.7070. Dr. Noble’s offices are located about 8.5 miles, a 15 minute taxi or drive from Mills Campus. Alameda Center Physicians have office hours Monday through Friday 9:00 a.m. to 6:30 p.m. and weekends 9:00 a.m. to 12:30 p.m. Alameda Center Physicians are located at 501 South Shore Center West, Suite 103 C, about 5 miles and an estimated 17 minute drive from Mills Campus; phone: 510.769.1118.

Your School’s bilingual staff will help you with directions or communication problems if necessary. It is recommended that care for chronic problems be taken care of before coming to Middlebury, and that you bring any prescription medications you will need for the entire session.

Medical emergency 911

_Alta Bates Summit Medical Center_ 510.204.4444
Dr. Noble 510.848.7070
Alameda Center Physicians 510.769.1118

**Pharmacies:**
_Walgreens_
3434 High St, Oakland, CA 510.261.1984

_High Street Pharmacy_
4248 MacArthur Blvd, Oakland, CA
510.530.1335

_CVS Pharmacy_
4100 Redwood Rd, Oakland, CA
510.530.1990
Shuttle
Middlebury at Mills will run a shuttle on Wednesdays, Fridays, and weekends between the Mills Campus and the Rockridge Bart Station. The shuttle is free to anyone with a Middlebury at Mills ID card. Students, faculty, and staff may catch the shuttle at the intersection of Richards Road and Kapiolani Road, in front of Olin Library. The shuttle schedule will be distributed with your arrival information, and will be posted at the shuttle stop.

Renting Vans & Buses
There are many bus and van rental companies in the Bay Area. One of the cheapest is “Michael’s Transportation”, which leases basic yellow school buses with a maximum capacity of 56 adults. Please contact Dispatch Manager Corby Harvey at corbyh@bustrasportation.com or call 800.295.2448 or 707.643.2099.

For information regarding van or bus rental through Mills College please contact Courtney Anderson, Administrative Assistant in the Department of Public Safety at Mills College, at coanderson@mills.edu or 510.430.3151. Mills College operates one 18-passenger van, one 14-passenger van, and one 32-passenger van. Language School faculty and staff are not able to drive these vans, as they require a driver with a class B license. The van rental includes a chauffeur (about $30 per hour) plus mileage. There is a 3 hour minimum. To plan a trip, please e-mail Krista Coreris well in advance detailing where and when you would like to go, how many people, and for how long.

For a one-time van service to the BART Station (Public Transportation into San Francisco) or any other location, contact a local taxi company and let them know how many passengers you would like to transport. Friendly Cab at 510.536.3000 operates a 10-person van. Please call several hours in advance to reserve.

Renting Cars
Middlebury at Mills will have four rental cars on campus for the duration of the program. Please contact your director if you wish to use one of these vehicles for school-related errands, activities, or if a sick person needs transportation to a hospital or doctor. Only employees of the Middlebury at Mills program are permitted to drive these cars.

Another local, low-cost option for car rental is Rent-A-Relic, located at 4444 Telegraph Ave in Oakland, close to the MacArthur BART station. Contact them at: 510.601.6560 Monday–Friday 8:00 a.m.–5:30 p.m. and Saturday 9:00 a.m.–1:00 p.m. or visit www.rentarelic.com. Their basic rates are $29.95/day (32.87 with tax), or $159.95/week (175.55 with tax), and they can usually offer rides to and from the Mills College campus.

Additionally, Middlebury at Mills has corporate accounts with both Avis and Budget Rent a Car. These programs allow Middlebury at Mills to rent vehicles at a discounted rate, among other benefits. All employees over 21 years of age can rent cars or drive vehicles rented by Middlebury at Mills employees through these programs. When calling to make a reservation, use the following information:

Budget
BCD #: S227142
http://www.budget.com
1.877.516.7275

Avis
AWD #: U701224
http://www.avisawards.com
1.800.230.4898

For longer term reservations, contact Budget By the Month at: 866.371.4976
If you have questions, contact Sasha Miyamoto, Middlebury at Mills Administrative Associate, at x2285
Auditing Privileges
Summer session faculty and staff, their spouses, and dependent children age 16 and older may audit courses if space permits, and with the permission of the Director or Associate Director of the School and the instructor. Auditing is not normally permitted in intensive language (lower level) courses.

Enrollment for Credit
Full-time, summer Language Schools’ staff members, and full-time summer Language Schools’ faculty and their spouses/domestic partners may take Middlebury College courses for credit for $100 per unit after a waiting period of one previous summer of service. The permission of the instructor and the Director of the School is necessary. Staff must be able to demonstrate their qualifications for the course(s) they wish to take. Permission to register for a particular course may be withheld because of limited space, and registration will occur only after student registration is complete. For more complete information, please see the Senior Associate Registrar, Forest Hall.

Tuition Benefit
Eligible dependents of full-time summer Language School staff who are: currently employed and who have a total of four or more summers of service (including the current one), are entitled to a tuition credit of 45 percent on courses taken, for undergraduate credit, at the Summer Language Schools or Bread Loaf School of English (all campuses). This benefit is subject to admissibility and is valid only for Middlebury College summer sessions. It is an extension of the College's Comprehensive Fee Credit policy, but does not apply to more than one summer session, i.e., any additional Middlebury College summer sessions attended for credit may only be covered by the standard Comprehensive Fee Credit Benefit and according to its stipulations of eligibility.

Mail
Due to the short term of the Middlebury at Mills session, it is recommended that you notify individual senders of your temporary address, rather than forwarding all of your mail through the United States Postal Service. If you would like to have your mail delivered to your school office, please fill out the consent form in your arrival packet, and return it to your School Coordinator or Bilingual Assistant. Please check your school office frequently for notices as well as your Middlebury e-mail and office/room phone voicemail. Please note: second class mail (magazines, newspapers) cannot be forwarded. Faculty members may send and receive faxes from the machine in the Mail & Copy Center for a small fee.

Americans with Disabilities Act (ADA)
Middlebury complies with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended (“ADA”) and applicable state laws, which prohibit discrimination against qualified individuals with disabilities on the basis of disability. Middlebury designates the dean of the College to coordinate its efforts to comply with and carry out its responsibilities under Section 504. Individuals with concerns regarding Middlebury's compliance with such laws may contact the dean of the College.

If an employee (faculty or staff) has a disability and may need an accommodation, the employee should contact the Human Resources Office at ext. 5465 or the Office of the Assistant Dean of Language Schools for guidance (ext. 5685) as soon as possible.

If a student in the summer Language Schools tells a faculty member that they have a disability and may need an accommodation, the faculty member should contact Student Accessibility Services (formerly the Americans with Disabilities Act Office) at ext. 5936. You may also refer the student to Student Accessibility Services for assistance.
Under no circumstances should a faculty member make an accommodation for a student without first consulting with the Director of the School and Student Accessibility Services. Faculty should read and familiarize themselves with the ADA Policy contained in the Middlebury College Handbook. The ADA Policy is also available from Student Accessibility Services in a variety of accessible formats and on the Web at http://www.middlebury.edu/studentlife/doc/ada.

Questions regarding disabilities and requests for accommodations should be handled promptly and confidentially.

**What guidelines does Student Accessibility Services use?**
Student Accessibility Services at Middlebury College provides services for students with qualifying disabilities within the guidelines set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990.

**What qualifies as a disability in Student Accessibility Services?**
Qualifying disabilities can include, for example, visual impairments, hearing or mobility impairments, psychological and medical conditions, and learning disabilities which substantially limit one or more of a person’s major life activities and may necessitate modifications to the facilities, programs, or services of the College.

**What do I do if a student requests an accommodation?**
Please do not make accommodations for a student without first consulting with the Director of the School and Student Accessibility Services. The ADA Committee and/or Student Accessibility Services must determine the eligibility of all students who request accommodations for their disabilities. Please contact us immediately if a student is requesting assistance that is not generally given to all students.

**What are some of the accommodations provided by Student Accessibility Services?**
We work as facilitators between the faculty, staff and students in an effort to find solutions that are logical, practical and do not alter the nature of your program. Services can include extended time on exams up to double time, the assigning of note takers or readers, alternative exam spaces, audio books, screen-reading or large-print software, interpreting services, assistive listening systems, and much more. Please contact us if you have questions as to what may or may not be an accommodation.

**What is meant by confidentiality?**
Middlebury College maintains strict confidentiality for our students with disabilities. Please do not discuss the special needs or requests of the students served through our office with other faculty and staff. The information that students provide to Student Accessibility Services regarding any special needs they may have is to be seen only by the individuals involved in the coordination and facilitation of services required to make our programs accessible. Most often, the special needs of a student are shared only with their professor and the Director and Coordinator of the School in which the student is enrolled.
Salary and Tax Information

Your Employment
Middlebury Language Schools’ faculty and staff are considered “at will” employees. No employment contract is expressed or implied. The Language Schools’ faculty and staff are governed by Middlebury’s Handbook (www.middlebury.edu/handbook).

Tax Information for Foreign Nationals
In mid-May all foreign national faculty and staff will receive an email from the College’s Tax Office asking you to supply the office with address, visa, and passport information. It is your responsibility to submit the information at least two weeks (14 days) before your arrival on campus. Based on the information provided, the Tax Office will determine whether you are a resident alien or non-resident alien for tax purposes, whether you may receive income tax treaty benefits or not and whether you are exempt from Social Security and Medicare taxes or not.

Verification of Employment Eligibility for all Employees
In accordance with United States laws, Middlebury College hires only U.S. citizens or non-U.S. citizens who are able to obtain employment authorization in the U.S. for the duration of the intended summer employment. Proof of your citizenship and employment authorization in the U.S. is required before you begin employment.

The Language Schools will designate a time for your School to meet with Human Resources during the first few days of your session to complete the I-9 form employment eligibility form. The W-4 form should have been returned with your contract unless you are a foreign national. Faculty and staff who are U.S. citizens or legal permanent residents may not be required to complete a new I-9 form, but are required to complete a new W-4 form. Faculty and staff who are foreign nationals will be provided with Form W-4 in conjunction with other required tax forms during the meeting with Human Resources. Faculty and staff who are employed by Middlebury College during the academic year are not required to complete I-9 and W-4 forms. You may, however, want to consider completing a new W-4 to account for the additional wages earned during the summer session.

To ensure that you have the appropriate documents with you when you arrive, please consult the “List of Acceptable Documents” on the pre-arrival Web site that must be presented with the I-9 form. Please note that one document from List A is sufficient. If you do not have one of the documents listed on List A, then you must bring two documents—one from List B and one from List C. Because federal regulations are subject to change and reinterpretation, we recommend that you bring the appropriate documentation with you whether or not you believe you will be required to complete an I-9 form.

Note: International Student and Scholar Services (ISSS) offers visa-related services and provides advice and support to Middlebury College’s international population. Individuals who are on visa documents sponsored by Middlebury College will be required to check in to have their documents processed upon arrival. If you have questions or need assistance with obtaining a visa status that allows for employment, please contact ISSS at isss@middlebury.edu.
Documents required for foreign nationals are:

- Form W-8BEN if you are a non-resident alien for tax purposes, or Form W-9 if you are a resident alien for tax purposes
- Form W-4
- If you receive treaty benefits, Form 8233 (or W-9 Treaty).
- Foreign National Information Data Sheet
- Photocopy of the picture page of your passport
- Photocopy of the visa page of your passport
- Photocopies of both sides of Form I-94 and of form I-20, form DS-2019, form I-797, or employment authorization card depending on your current visa status.

Generally, all resident and non-resident aliens are subject to Federal income taxes, Vermont (or California) State taxes and Medicare and Social Security unless treaty benefits apply or another exception exists.

Treaty benefits for teachers/researchers generally provide that all income is exempted from Federal income taxes and Vermont Income taxes. (The State of California does not follow federal law, there you will always have to pay California state income taxes). The above mentioned documents need to be processed in order to receive your first paycheck.

Salary Payments
Summer faculty and staff are paid in bi-weekly installments. The final payment will not be issued until all obligations to the College have been met.

Direct Deposit - U.S. BANKS ONLY
Direct deposit information can now be accessed online through BannerWeb (https://ssb.middlebury.edu/PNTR/twbkwbis.P_WWWLogin). This new feature allows you to add, view, or update your direct deposit information for Payroll deposits and Accounts Payable reimbursements. Completing the online form, versus a paper form, will streamline the direct deposit enrollment process and give you the ability to access your information.

Changes to your banking information will need to be pre-noted and verified by the bank. We will notify you if the banking information you entered is unable to be accepted by the bank. The pre-note process may take one pay cycle for verification and to become effective.

If you currently have payroll direct deposit and do not want to make any changes, you do not need to do anything, however, we encourage you to log on to verify that your information from last summer is correct.

First time users will need their Middlebury College ID numbers; your PIN will automatically default to your birthdate (mmdyy).

If you have questions or problems with the form, please email payroll@middlebury.edu.
Federal and State Tax Return Filing at Year-End

At the beginning of the next calendar year, you will receive Form W-2 or, if you were a foreign national receiving treaty benefits, Form 1042S from Middlebury College, the former electronically or via postal mail, the latter electronically. The forms will report your wage per your contract plus, if your spouse and dependent children received free room and board, they will also show the so-called “imputed income” on the room and board as well as the additional stipend paid to you to lessen the tax burden on this additional amount reported. You will need these forms in order to fill out your federal and state income tax returns. All employees are required by law to file a U.S. income tax return and a state tax return (based on the state where the work was performed). Foreign national non-resident aliens also need to file Form 8843. The College will provide Form W-2 by January 31st, Form 1042S and Form 8843 by March 15th. In addition, the College makes available to all non-resident aliens free software to help you fill out your federal income tax return (once Form 1042S has been published). Please check out the College’s website (http://www.middlebury.edu/offices/business/tax/) for further information on taxes. The College’s website also has information on how to fill out your state tax return.

For further questions contact the Tax Office at middleburytaxoffice@middlebury.edu or via phone at 802.443.5742.

Social Security Administration

Any employee without a Social Security Number (SSN) will need to apply for a number unless your employment time in the U.S. is too short. In order to apply, you will have to visit the closest Social Security Administration (SSA) office. Local offices can be found at: https://secure.ssa.gov/apps6z/FOLO/fo001.jsp

Oakland’s social security office is located at 238 11th Street. They are open Monday–Friday from 9:00 a.m.–4:30 p.m., except federal holidays. You do not need to make an appointment. You will find an application with instructions at: www.ssa.gov/online/ss-5.pdf. You can contact the Oakland Office by phone 510.273.6588, or fax 510.273.6192. The toll-free number is 800.772.1213.

Your School will make arrangements to take you to the Social Security Administration to apply for one. In order to be able to apply for a SSN, you will need to:

• Have been validated/registered by ISSS in the SEVIS system (which happens after they review, sign and copy your visa documents); and
• Apply more than two weeks before your program at Middlebury ends (in most cases indicated by the program end date in Section 3 on the Form DS-2019).

Please bring the following items to the local SSA office:

• Completed “Application for a Social Security Card” (Form SS-5), available at: http://www.ssa.gov/online/ss-5.pdf;
  » Page 5 is the actual application
  » For question 5, the answer is “Legal Alien Allowed to Work” for an individual with temporary visa status in the U.S.
• Valid passport;
• Valid I-94 (arrival/departure) record. This system has become automated for visitors arriving to the U.S. via an air or sea port of entry. Electronic records can be obtained at https://i94.cbp.dhs.gov/I94/request.html. For visitors arriving via a land port of entry, a paper I-94 card will be issued and stapled inside your passport.
• Valid Form DS-2019 (or Form I-20 for F-1 visa holders with work authorization); and
• Original, signed employment contract from Middlebury to demonstrate the need for a SSN (in some cases, a copy has been accepted, but the original is preferred).

Library and Information Services

Library Instruction, Reserves, Collection Development:

Joy Pile
*Middlebury College Reference and Instruction Librarian for Foreign Languages and Music*
Library 210, 802.443.5140, pile@middlebury.edu

Michael Beller
*Mills College Reference & Access Services Librarian*
Library 105, 510.430.2051, mbeller@mills.edu

E-Mail (go.middlebury.edu/webmail)
The College requires you to activate your Middlebury network account. There are several reasons for this:

• This activates your Middlebury e-mail account
• Middlebury’s emergency notifications go out via e-mail
• All library borrower notices are sent by e-mail
• My MIDCAT functions (book renewal and requests, Nexpress and ILL requests) require your Middlebury account
• Off-campus access to subscription library resources require your Middlebury account
• Access to your course websites requires your Middlebury account

You can access your e-mail through the Web. You can learn your username and set (and change) the password for your e-mail account on the Web at [http://go.middlebury.edu/activate](http://go.middlebury.edu/activate). If you wish to forward your Middlebury e-mail to an existing e-mail account, you can do so at [http://go.middlebury.edu/forward](http://go.middlebury.edu/forward). Once forwarding is set, no mail will be delivered to your Middlebury mailbox. Documentation on forwarding can be found here at [http://go.middlebury.edu/forward](http://go.middlebury.edu/forward).

Information Security

Middlebury's approach to information security is based on a comprehensive program of education, architecture, technology and governance. Our staff work collaboratively with departments across the institution to reduce and mitigate information security related threats to the College community. We believe that information security needs to be a joint effort. Please review the links below to find information about our staff and additional resources to assist you in your role in helping to protect the Middlebury community.
Web Scams:
- Always check the Address of the site
- Check to verify HTTPS if appropriate
- Check links for spoofed destinations

Phishing:
- Do NOT click links or attachments when you do not know the sender
- Read the message to verify the language and content
- Check the address of the sender to see if spoofed
- Check any links to see if spoofed
- Make sure the signature is from a valid person
- If victim of phishing, RESET PASSWORD, call Helpdesk
- Forward suspect phishing messages to phishing@middlebury.edu

Policies:
- Privacy Policy = Confidentiality of Data
  http://go.middlebury.edu/privacy
- Network Monitoring Policy = Protection of College Technology Resources
  http://go.middlebury.edu/netmon
- Technical Incident Response Policy = Response to Information Security Events
  http://go.middlebury.edu/tirp
- Data Classification Policy = Defines Data Types
  http://go.Middlebury.edu/dcp
- Red Flags Policy = Identity Theft Protection
- PCI Policy = Payment Card Data Handling
  http://go.middlebury.edu/pcipolicy

Web Sites:
- Middlebury’s Information Security
  http://go.middlebury.edu/infosec
- Phishing Information
  http://go.middlebury.edu/phish
  http://www.phishing.org/
- Protect Yourself On-line
  http://www.onguardonline.gov/
- Parents Resource for Kids On-line
For full library information please consult the summer Handbook.

Electronic Reserves (go.middlebury.edu/eres)
Faculty may request book excerpts, journal articles, or sound files (either music or recorded text) to be placed on electronic reserves, in advance of the beginning of the session. For electronic reserve requests, please complete the Eres Copyright Clearance Form (www.middlebury.edu/media/view/242961/original/EReserveCopyrightClearance2010.doc). Email this form with scanned book excerpt or journal article in PDF format as an attachment to libres@middlebury.edu, or drop off photocopies with the completed form at the Reserve Office at the Davis Family Library. For guidelines on copyright, please see Resources on Copyright Regulations (go/copyright).

Digital copies of articles/chapters and links to web resources may be posted for student access via the password-protected EReserve web site. Each course has a separate password that you can share with your students. More details can be found here.

To submit requests:
• Copies of articles/chapters: complete the Eres Copyright Clearance Form, attach photocopies of the materials, and deliver to the Davis Family Library. Pdfs can be emailed to Library Reserve.
• Articles from online databases and journals: email the complete bibliographic information to Library Reserve. There is no need to submit photocopies for scanning.

Please refer to the Copyright and Fair Use Guidelines (go/fairuse) with any questions.

Traditional Reserves
To place physical materials on reserve at the Olin Library, contact Elissa Papendick at 510.430.2377, epapendick@mills.edu well in advance of the beginning of the session. Physical items placed on reserve will circulate for shorter loan periods, either two hours or one day, depending on the preference of the faculty member.

Reference books, periodicals, microfilm, and books borrowed through Inter-library Loan may not be placed on reserve. Personal copies or photocopies of materials may be placed on reserve, but the Library assumes no responsibility for loss or wear and tear.

Collection Development
To ensure that the Middlebury at Mills Library has specific books, CDs and DVDs to support course assignments, orders should have been sent by March 1. Please indicate whether each item is for reserve or for the general circulating collection. These requests will be forwarded to the Acquisitions Department of the Middlebury College Library and ordered for the Middlebury at Mills collection.
CD-ROMs: Requests were due to your School Coordinator by March 31. In addition to acquiring needed CDs, the ITS department at Mills College may need to make arrangements to support them with appropriate technology.
Internet Access
If you have a computer linked to the Internet, you can access Mills’ on-line catalog and survey the collection using the following address: http://library.mills.edu (for Web access to the library home page).

Interlibrary Loan (go.middlebury.edu/ill)
Middlebury College Library and Information services will provide a limited Inter-library Loan service for books and articles through ILLiad (http://ill.middlebury.edu/illiad/MDY/logon.html). Students on campus in Middlebury, VT may request articles and loans; off-campus students are limited to article or book chapter requests only. Journal articles or book chapters generally take 24 to 48 hours to arrive and will be delivered electronically. When placing requests for materials not held at Mills you must identify your status and site, and chose Mills College as your pickup location. ILL requests may be submitted directly into ILLiad or by using the links from Summon, Worldcat and other Library databases (go.middlebury.edu/ill).

Borrowing Guidelines (go.middlebury.edu/borrow)
Please feel free to direct any questions about borrowing to Circulation Services via e-mail to library_circulation@middlebury.edu, by calling 802.443.5494.

Library loan periods vary by type of material. You can check your due dates on your personal library account through My Midcat (go.middlebury.edu/mymidcat) or by consulting with Circulation Desk staff.

Library notices are sent by email to update you on requests you have placed and to notify you of upcoming due dates.

All materials are subject to recall.

All borrowers are responsible for payment of charges assessed for damaged, overdue or lost materials.

Middlebury at Mills Information Gateway
For a more detailed description of Library and Information services see the Middlebury at Mills Information Gateway at http://go.middlebury.edu/middatmills

Curriculum-related Software in Public Facilities and Classrooms
If you plan to use a computer in your classroom, you may find it easiest to bring your own laptop computer with the software already installed; please indicate on the Classroom Request form if you need projection equipment connected to your laptop in the classroom. Middlebury at Mills requires anyone who wishes to connect to the campus network to run anti-virus software. See the Library and Technical Services Guide for instructions on downloading anti-virus software from Middlebury. The Computing Helpdesk will provide you with instructions, but they cannot provide support for computers that are not the property of the Middlebury at Mills program. Specifically, the Helpdesk cannot change configurations or install any software on your computer. Your computer must have an Ethernet card installed if you want Internet access during your class.

If you want software applications available for student use from public computing facilities, or a computer for use in your class-room, return the Classroom Request form included with your contract; this was due to your School Coordinator by March 31. Late software requests cannot be accommodated, as we need time to evaluate software configuration and functionality on public computers.
Computing Orientation and Support
Please be sure to sign into Middlebury systems using your Banner ID number and pin. If you are having problems logging in or have forgotten your pin, call the Middlebury help desk at 802.443.2200. Middlebury at Mills requires remote access to Middlebury resources. Accounts and Library Services may function differently than they do at Middlebury. To help you connect to the network and to cover the basics of using public computing facilities, please contact your school Technical Assistant.

Academics

School Office Support
Each School’s Coordinator and/or Bilingual Assistants oversee the provision of various support services for faculty and serve as liaisons to the various College departments. School office hours are 8:30 a.m.–5:00 p.m.

If you wish to have classroom materials duplicated, take them to the School office 24 hours before the time they will be needed and a staff member will make arrangements to have them copied. Copiers in the Library and other locations not designated for Language School use may not be used for course materials or other copying in quantity. Larger copy jobs may be brought to the Mail & Copy Center in Rothwell Center. Faculty members will be given copy codes to fill out a request order. The Copy Center asks for 48 hours notice on large jobs.

Please check with your School Coordinator or Bilingual Assistant if you have scheduling, space, or equipment needs, or if you need to report problems with housing, classrooms, keys, etc. The staff of your School will refer these matters to the proper College departments.

Book Orders
Your School Coordinator will provide a book ordering form. Please fill out this form, making sure to include the title, author and ISBN number for any textbooks students will need to purchase for your course. Textbooks ordered by faculty and received before the beginning of the session will be on sale in the Mills Bookstore when students arrive. Please order only those books that are required for purchase, and do not ask the Bookstore to delay the sale of particular books. The volume of business on opening weekends is such that staff cannot accommodate special requests.

Because the majority of textbooks required for the summer are imported, please allow for lengthy shipping periods from international publishers. Your School Coordinator should have received textbook orders by March 9. We cannot guarantee delivery of book orders received after April 1.

Information About Yourself and Your Courses
Each faculty member must submit a syllabus, or outline of material to be covered, for each course offered during the summer session, as well as a curriculum vitae (CV/resume). Faculty members are required to provide a copy of their course supplement to their School Coordinator. In addition, supply your Coordinator with a photo and brief biography (200–250 words) to be posted on the Language Schools’ pages on the World Wide Web. Please give these documents to your School Coordinator by the end of the first week of classes, or earlier if possible.

Audio Visual Equipment
If you have specialized a/v needs in all or most of your classes, your School Coordinator should have received these
requests by **March 1st** so that your class can be scheduled in an appropriate room.

If, after you arrive, you find that you need additional audio visual equipment, either on a regular basis or for special projects, please inform your School Coordinator, Bilingual or Tech Assistant so that the necessary requests can be made. This should be done at least one week before the date you will need the equipment.

**Recording Materials for Your Courses**

If you plan to bring unpublished audiotape materials produced at your home institution, it is very important that these materials be of the highest possible technical quality. Faculty should provide the Media Services department with new masters well in advance. The staff will then have the opportunity to evaluate both the masters and copies while there is still time to remedy any shortcomings.

**Classes**

Classes meet five days a week, Monday through Friday. There are no holidays observed during the summer session. Please refer any questions about class schedules and classrooms to the Coordinator of your School.

In Middlebury’s highly-intensive program, great importance is placed on regular attendance and participation. It is expected that students miss class only for illness or the most compelling of reasons. Normally students are not permitted to miss more than three days of class. Missing more than three days will likely result in removal from the program and failing grades. Please report to the Director of your School any student who is frequently absent from class.

**Advising Students**

Please make as much time as possible available for advising students. While offices cannot be provided for faculty members, meetings can usually be satisfactorily arranged in various public rooms, lounges, and classrooms assigned to your School. Please see your School Coordinator or Bilingual Assistant to arrange for a particular place and time for office hours with students.

We urge that you refer students who seem to be having adjustment problems to the Middlebury at Mills Counselor. Contact information and office hours will be provided in your arrival packet. Please reassure students that the Language Pledge is suspended when dealing with all health and counseling personnel.

**Student Records**

In accordance with FERPA (Family Educational Rights and Privacy Act of 1974—also known as the “Buckley Amendment”) students or former students of Middlebury College have the right to inspect all educational records placed in their files after January 1975. NOTE: For additional information please see the student handbook or the Middlebury College Web site: [http://www.middlebury.edu/ls/students](http://www.middlebury.edu/ls/students) or contact the Registrar’s Office at Middlebury College, 802.443.5770.

**Class Lists**

Please check class lists carefully for accuracy, and report any discrepancies to your School Coordinator. If there are students in your class whose names do not appear on your class list, request that they clarify their status immediately with the School office. Note: Auditors are not included on class lists, and may not take an active part in class.

Class lists will be distributed at the beginning of the session. Please keep your list up to date during the add/drop period.
Changes made through the add/drop procedure should be corrected by hand until updated lists are received.

When revised lists are received, please check to be sure that adds and drops have been properly entered. It is important that this be done carefully, as these lists are used for both final grades and for billing when extra courses are taken.

Course Changes
Students who wish to add or drop your course, or change from one section to another, must present you with add/drop cards for your signature and approval. The Director or Associate Director of your School must also sign the cards. Please note the add/drop deadlines in the Language Schools Student Handbook.

Add/Drop Deadlines
  - **8-week session:** Tuesday, June 23
  - **7-week session:** Monday, June 29
  - **6-week session:** Monday, July 6

Plagiarism
When you receive the Language Schools Student Handbook, please review the section on plagiarism, as U.S. institutions are very strict about these matters. In particular, we ask that you make it clear in your courses how sources are to be cited, and what, if any, consultation about work may take place among students.

Grades and Evaluations
Please conform carefully to the grading system used at Middlebury College, as described in the Language Schools Handbook. If this system differs from that of your home institution, or if you are unfamiliar with U.S. grading practices, please discuss the matter with the Director of your School.
Changes in grades are permitted only to correct clerical errors or to ensure fairness to a student. If you find it necessary to change a grade, you must obtain a grade change form from your School office and submit the completed form to the Director of your School.

Faculty members will be asked for an evaluation of graduate students who hope to be admitted to one of our schools abroad. We appreciate your taking the time to make a careful and specific evaluation.

NOTE: The A+ grade is available only at the graduate level and represents an extraordinary level of achievement. Please meet with your Director to complete a special form before assigning this grade. Also, please be aware that a failure report form must be completed and returned with your grade roster if you are assigning a failing grade.

Use of electronic resources at the Language Schools
All work submitted by students must be their own. It is unacceptable for students to have a native speaker of the language write their work. It is unacceptable to copy language from any source without quotation marks and proper reference. Use of any translation program to create work that is then turned in as the student’s own, unless the assignment explicitly calls for the use of such programs, is plagiarism and will be treated as such.
The use of online dictionaries is acceptable because students are responsible for using the provided words or short phrases, choosing the most appropriate one, putting it in the proper grammatical context, and providing all necessary punctuation. A translation program, on the other hand, provides a complete phrase or longer piece of text; here a student has only to copy the provided words.

Therefore, anything created by a translation program cannot be considered the student’s own work and, such work will be considered academic misconduct, which is a serious offense and can result in punishment up to and including expulsion from the Language Schools.

Grade Rosters
Your Director or Associate Director will supply paper grade rosters for your course at the end of the session. After you have entered the grades and signed the roster, return it to the Director of your School. Please make sure that you turn in your grade roster before leaving campus. Please do not issue grades to individual students.

Final Examinations
Final examinations should not be given before the last day of classes. The last day of classes varies among schools and programs—please ask your director for the date. Please let your students know early in the course whether or not you plan to have a final examination at the end of the session. Students will appreciate having enough time to make travel plans.

Commencement
The Language Schools host commencement ceremonies on both the Mills and Middlebury campuses. The Mills commencement ceremony will be held on Thursday, August 6, 2015 for MA and DML graduates of the Arabic and Italian Schools. The Middlebury campus commencement ceremony will be held on Friday, August 14, 2015 for MA and DML graduates of the Chinese, French, German, Russian and Spanish Schools. We hope that as many as possible of our faculty and friends will join us in our celebrations of the achievements of our students. Faculty and staff are encouraged to attend. Tickets are not required. Please address questions to Sasha Miyamoto at 510.430.2285.
Copyright Information

Copyright and Fair Use Guidelines
U.S. law provides protection to authors, creators and publishers of works. It also enumerates specific uses that do not infringe copyright for purposes such as criticism, comment, news reporting, teaching, scholarship or research (e.g. fair use). Middlebury College values and respects intellectual property rights, even as it recognizes an equal responsibility to advance the needs of scholarship and teaching within the framework of the law.

The following are guidelines only and do not constitute legal advice that can be assumed to be applicable to every situation. In some instances, federal court cases result in interpretation of copyright law that pertains to specific acts of copying or to particular media; also, contract law (such as license and purchase agreements) takes precedence over fair use.

Basic rules of thumb for fair use copying
On a case-by-case basis, consider these four factors together for each item you desire to copy. (see also Appendix A: Applying the Fair Use Factors)

1. Consider the purpose of the copy. Multiple copies for classroom use are permitted, if the material is an excerpt and does not infringe on the market place. A copy for "scholarship or research" is permitted, if the other factors below are met.

2. Consider the nature of the work. The more creative and less factual a work, the more it is protected by copyright law.

   Some examples of degrees of protection under the law:
   
   More protection:       Less protection:
   Fiction                Factual works
   Original movies        News
   Creative works         broadcasts
   Compilations           

   For creative works, generally only small portions should be copied unless permission has been acquired, whereas greater portions of purely factual items may be copied under fair use.

3. Consider the extent of the copying. Generally, only a limited portion of a work may be copied, and the portion of a work being copied should be appropriate to the need. It is usually not permitted to copy an entire or significant portion of a publication or work that is still under copyright without permission of the copyright holder, although there are rare situations where a more extensive use may be permissible.

4. Consider the impact of copying on the market, and do so on a case-by-case basis. In general, you copying should not be done Copies may be made if the student would not be a potential purchaser of the work unless enrolled in the course.
**Classroom handouts**

Copyrighted material can be provided to students in a class if:

1. The instructor is the copyright owner of the material, *or*

2. The copyright owner of the material grants permission, *or*

3. The material is in the public domain, *or*

4. The use of the material is a "fair use" under the law *(see above)*

**Course Packs**

The College Store prepares and sells course packs that include photocopied readings.

1. Because copyrighted material is packaged for re-sale, permissions are required for all items included in a course pack, unless the item is in the public domain.

2. Copyright fees are built into the selling price of the compilation.

**Course Management Systems**

Copyright issues must be considered when placing protected materials in an online setting, applying the same factors as for classroom handouts, or seeking permission.

1. Materials must be limited by password access to those currently enrolled in College courses.

2. Materials can be distributed outside the class or posted on publicly accessible Internet sites if and only if copyright permission has been secured.

**Course Web Pages**

Consider all the following for fair use of copyrighted material:

1. Access: ensure web page is accessible *only* to students currently enrolled in your course - at end of semester, take down web page with digitized materials, or remove copyrighted materials

2. Attribution: include copyright attribution and citations to original works

3. Brevity: keep portions of copied materials brief/minimal - number of digitized texts and audiovisual images/clips should be few and brief

4. Effect on market: text, images, etc., on a course webpage should never be extensive enough to substitute for the purchase of an issue of a journal, a book, recording, or a course pack

Freely permitted on a course web page:

1. Links to others' works—links from your webpage to another image, document, table, etc. on the Web.
2. Your own work—your own problem sets, sample exams, class and lecture notes, photographs, video, audio, etc. 
   **Note:** you may not hold copyright to your own work if, for example, it has been published and you have assigned rights to the publisher.

3. Works in the public domain. In general, works copyrighted before 1923 may be freely copied. See separate chart for an up-to-date table of different types of materials and when they fall into public domain.


**Library Course Reserve and Electronic Reserves**
Library course reserves are an extension of the classroom. Copies provided via library reserves and electronic reserves (ERes) are considered equivalent to multiple copies for classroom use, limited to use by those enrolled in the course.

1. The library applies fair use principles when making materials available on reserve, whether print or online.

2. All reserve materials are either library-owned or provided by the faculty member.

3. Copyright permissions may be required by the library in instances where a significant number of excerpts from the same publication are included on reserve, or the use of items is repeated from semester to semester (hence, potentially affecting the market place), or a copy of an entire work not owned by the College or library is placed on reserve.

**Library Online Content**
Licenses governing the use of library full text databases, electronic journals, e-books, and other digital resources may follow fair use or may have more or less liberal use restrictions.[1] The terms of a license will generally prevail over copyright law. By making use of licensed material, you inherently agree to its license terms, even if those terms limit your fair use rights. Library staff can assist in determining what uses are permissible under each license.

**Photocopying, Scanning, Digitization**
Copyright law limits the reproduction of copyrighted material.[2]

1. Usually, only a small portion of a copyrighted work may be legally copied unless special permission has been secured.
   - Reprographics and the Library will not copy or digitize an entire book, journal, CD, DVD or film for individual use unless the item is in the public domain, or copyright permission has been acquired
   - Individuals should be aware that copyright restrictions may apply in making their own copies of entire items, particularly if the item is currently copyrighted and available for purchase. Copies should remain for private use, and never be redistributed or resold.

2. Based on Court cases, Congressional hearings, and agreements between publishers and the academic community, the following may typically be copied for books and journals:
   - A single chapter of a book
   - A small portion of a copyrighted book
   - A single article from a journal
3. Libraries may be permitted to make copies of entire works for archival purposes.

4. Particular restrictions apply to media such as music and video (see sections below).
   - Use of copyrighted films, videos, recordings, and software generally requires permission, purchase or licensing.
   - Only legally acquired copies should be used in classroom presentations.

Web page content

College policy does not permit the posting of copyrighted material on its publicly accessible web servers without permission of the copyright holder.

1. You must have the written permission of the copyright holder to distribute any materials of a third party (including software, database files, documentation, articles, graphics files, audio or video files) via the web or other College Internet servers.

2. For course web pages, see above guidelines. Copyright permission must be secured if course web pages are made publicly accessible and they include any copyrighted material.

Video

The display (screening) of films, broadcasts, videos and DVDs is affected by copyright law and licensing agreements.

1. Films, broadcasts, videos, and DVDs may be shown in a face-to-face classroom setting during the regular course of instruction. The item used in the classroom or placed on reserve must be one of the following:
   - A legally purchased copy acquired by the College or the course instructor (copyright law explicitly prohibits the presentation of unlawfully made copies of films in educational settings)
   - A copy made by the College/Library under copyright law for preservation/archival purposes
   - A rental copy, which may legally be used or placed on reserve as well.

2. Use of materials borrowed from the library is limited to private viewing, with the exception of classroom screenings and viewings directly related to a current College course by students enrolled in that course. Most other showing and viewing of films, videos or DVDs constitute a public performance and permission for the showing must be obtained by paying a licensing fee to the copyright holder or licensing agent.

3. Students who need to obtain public performance licensing for an event should contact the Center for Campus Activities and Leadership (CCAL) in McCullough Hall, ext. 3108. Library staff can provide information about purchase or licensing of films and broadcasts for curricular use.

4. Students and faculty members who plan to schedule screenings should be mindful of the following guidelines:
   - Screenings of films or videos for which we hold no non-theatrical public performance rights may only be listed in the calendar if the screening is for a specific course and the number and/or name of the course is also listed in the calendar.
   - Films or videos screened for entertainment purposes, or for which the College has non-theatrical public performance rights, may be advertised and promoted only on campus (which includes WRMC-FM, the Campus, and the alumni magazine). None of this promotion may say that the public is invited, nor will there be separate admission prices for ID and non-ID card holders. In general, all off-campus promotion is prohibited, including
posters and flyers, unless for those specific titles for which the College has obtained rights.

5. Presentations viewed through ERes or a course web/server site must be restricted to those registered in the course. Access to the materials via ERes or the web shall be removed following the terms in which they are viewed as part of the curriculum.

**Music**

For musical works that remain under copyright, only portions should be copied for study purposes, as with other printed matter. The law indicates that multiple copies of a "performable unit" should not be provided to all members of a class. Emergency copies of works for rehearsal and performance purposes may also be made, provided purchased copies will be substituted in due course. Copying is allowed for entire musical works in the public domain.

Commercially distributed and copyrighted recordings (LPs, CDs, licensed downloads) may be played in a face-to-face classroom setting during the regular course of instruction, and may be made available via library reserves as an extension of the classroom.

1. Copyright law indicates an entire recording may be presented ("performed") in a face-to-face teaching situation. Otherwise, only portions of a work are permitted to be copied.

2. Presentations viewed through ERes or a course web/server site must be restricted to those registered in the course. The complete contents of a recording may not be digitized, downloaded and redistributed without copyright permission or licensing fees being paid.


The Music Library Association fully supports ...[the] view that students enrolled in a class have the educational right to aurally access its assigned musical works both in the classroom and through class reserves. The MLA also believes that the dubbing or digital copying of musical works for class reserves falls within the spirit of the fair use provision of the copyright law.

In light of the above, the Music Library Association supports the creation and transmission of digital audio file copies of copyrighted recordings of musical works for course reserves purposes, under the following conditions:
· Access to such digital copies must be through library-controlled equipment and campus-restricted networks.
· Access to digital copies from outside of the campus should be limited to individuals who have been authenticated: namely, students enrolled either in a course or in formal independent study with an instructor in the institution.
· Digital copies should be made only of works that are being taught in the course or study.
· Digital copies may be made of whole movements or whole works.
· Either the institution or the course instructor should own the original that is used to make the digital file. The Library should make a good faith effort to purchase a commercially available copy of anything that is provided by the instructor.
· The library should remove access to the files at the completion of the course.
· The library may store course files for future re-use. This includes the digital copy made from an instructor's original if the library has made a good faith effort to purchase its own copy commercially.
Art Works
Art works may be viewed in a face-to-face classroom setting during the regular course of instruction, and may be made available via library reserves and restricted-access databases such as MDID as an extension of the classroom for the purpose of research and study.

1. Art works photocopied, photographed, digitized or otherwise reproduced as part of a course assignment must be restricted to members of the course.

2. Multimedia presentations that are made public and that include art works must receive copyright permissions/licensing.

3. Contact the Visual Resources Curator for additional information.

Applying the fair use factors
According to an opinion of the Attorney General of the State of Georgia issued in 1996:

   *Teachers should always act in good faith in copying excerpts for classroom use; and his or her conduct in copying must be such that an objective observer would conclude that the teacher acted in good faith. Therefore, it would be appropriate for teachers to comply with the following factors:*

1. Limit the size of the excerpt copied to pedagogical needs.
2. Limit the sale of the copies to members of the class.
3. Limit the student's cost to the cost of reproducing the materials.

*In summary, notwithstanding broad copyright notices that may purport to prohibit any copying without written permission, copying for classroom use is a legitimate activity and a legal right under the fair use doctrine of 17 U.S.C. § 107. Moreover, where a teacher or librarian or other employee of a non-profit institution infringes a copyright with a good faith belief that the copying was a fair use, the Copyright Act requires courts to remit statutory damages if there is an infringement action.*[3]

Permissions
In cases where the fair use analysis weighs against using any particular item, the user should seek permission from the copyright holder.

[2] In good faith application of fair use, only portions of works will be copied by College staff for research purposes, library reserve or classroom use, unless a work is in the public domain. Some statements/agreements between publishers, libraries, and educational institutions suggest guidelines that provide a "safe harbor" by limiting the quantity and frequency of copies made for educational purposes. These guidelines are not actual law, and following them assumes (but does not guarantee) that limited classroom use of copies is protected from a copyright suit.
2015 Close of Session Information for Students

The last day of the 2013 summer session is Friday, August 7. You should arrange to leave campus as soon as your classes and examinations have ended—check with your School for specific information. All students must check out by 10:00 a.m. on Saturday, August 8. Remember that the Language Pledge is in effect until you depart. Please be particularly security conscious during the closing days of your session, and remember to take all your belongings with you. The Language Schools are not responsible for forwarding articles left on campus. Here is a checklist of things to do before leaving campus:

• **Return your key to the housing office.** Return your key to a Housing Representative in Sage Hall M-F from 9:00 a.m.–5:00 p.m. If you must return your key after hours, place it in a key envelope with your name, dorm and room number (your bilingual or coordinator should have a supply) in the drop box outside Sage Hall. **If your key is not returned within 3 days after the end of the term, a fine of $100 will be charged to your personal account. Late returned keys, or keys left in dorm rooms/doors will not be credited.**

• **Pay any traffic or parking fines, library charges, phone bills, or other debts.** Transcripts may be withheld until all obligations to the college have been paid.

• **Return library books & AV Equipment** and other items borrowed from the School or from other areas of the College. **Do not leave any borrowed items, such as books, electronics, or dorm room keys, in your room.**

• **Clean and sweep your room.** Residents who do not leave their room in a neat condition will be charged a $200 fine plus labor.

• **Recycle.** Recycling & electronic waste receptacles are available in your dorms.

Dormitories close at 10:00 a.m. on Saturday, August 8. Students may not remain in the dormitory after that time. If students must, for a compelling reason, remain on campus an extra day (i.e., through Saturday night), the student must first obtain permission from the Director or Associate Director of his/her School, and he/she must pay a guest fee of $100.00. Under no circumstances may a student remain on campus after noon on Sunday, August 9, 2015.

All faculty and staff must also vacate dorms by noon on Sunday, August 9th.

2015 Close of Session information for Faculty and Staff

**Final Examinations**

Friday, August 7 is the last day of classes. Final examinations should not be given before the last day of classes.

Please let your six-week students know early in the course whether or not you plan to have a final examination at the end of the session. Students will appreciate having enough time to make travel plans.

**Meals**

On Saturday, August 8, Brunch will be served from 8:00 a.m. to 1:00 p.m. in Founders Dining Hall. Saturday dinner will be served in the Café Suzie from 5:00–7:00 p.m.

Sunday, August 9, brunch will be served in Café Suzie from 10:30 a.m.–1:00 p.m.
**Keys**

All keys must be returned to Housing Management and Dining Services (HMDS) no later than 12:00 noon on August 9. You may return those keys at the HMDS office, located at Sage Hall room 138. When the office is closed, leave keys in the drop box at the other Sage Hall entrance. HMDS will be closed over the weekend. **If you leave keys in the drop-box over the weekend, place them in a sealed envelope with your clearly printed name, building(s), and room(s) in English.** If your key is not returned within 3 days after the end of the term, a fine of $100 will be charged to your personal account. Late returned keys, or keys left in dorm rooms/doors will not be credited.

**Departures**

Faculty and staff should check out with HMDS (and return keys) no later than 12:00 noon on Sunday, August 11. Late departures will be charged $100 per night, per room.

**Campus Emergency Notification Systems**

Events on other campuses and around the world make us aware that Middlebury College Campuses are not insulated from threats and concerns for safety and security.

With the proliferation of cell phones, it is sometimes impossible to reach students in a timely fashion using the methods relied upon in the past. Middlebury and Mills Colleges have implemented emergency broadcast notification systems that will allow the colleges to send out information to cell phones, e-mail accounts, and dorm extensions in a rapid and organized manner. This system can only reach you if we have your contact information. If you provide a cell phone number, it will be stored in our database as well as in the emergency notification system for use in the event of a pressing need to contact you quickly. It will not appear either in the printed directory or in the online directory.

**If you own a cell phone, it is in your best interest to provide your number for this purpose.**

To do so: Log into BannerWeb:

[http://go.middlebury.edu/bw](http://go.middlebury.edu/bw)

Select: **Personal Information**

Select: **Update Cell/Office Phone**

The campus emergency notification systems chosen by Middlebury and Mills colleges can reach any user, anywhere, and at any time via text-enabled devices or voice-enabled devices—phones, mobile phones, pagers, wireless devices, SMS, and e-mail accounts. The systems allow the college system managers to specify device-to-device escalation rules so messages will be delivered and received quickly.
Administrative Information

Middlebury at Mills Language Schools Administrative Offices are normally open from 8:30 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. PDT, Monday through Friday.

Stephen Snyder, Dean of Language Schools, will hold open office hours for Language Schools faculty, staff, and students on Wednesdays from 1:30 p.m. to 3:00 p.m. PDT. Vice President Geisler will hold office hours in person in the Reinhardt B administrative offices during his visits to the Middlebury at Mills campus and via Skype or phone conference while he is off-campus.

School Offices
School offices are normally open until 5:00 p.m. and are closed during the lunch period of the School. School locations will be included in your arrival packet.

Michael Geisler, Vice President for Language Schools, Schools Abroad, and Chief Risk Officer
geisler@middlebury.edu
802.443.5275

Stephen Snyder, Dean of Language Schools
ssnyder@middlebury.edu
802.443.5979

Elizabeth Karnes Keefe, Assistant Dean
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802.443.5685

Sandra Bonomo, Faculty Personnel Coordinator (salary, medical insurance)
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802.443.5543

Jennifer Thompson, Senior Associate Registrar
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Middlebury at Mills Administration

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