Dear Chinese School Faculty and Staff,

On behalf of Bai Jianhua Laoshi, Director of the Chinese School, we are pleased to welcome you to the 2017 session of the Chinese School, and look forward to meeting you in June.

**Arrival: Wednesday, June 21, 2017**

Bai Laoshi requests that all teachers arrive on Wednesday, June 21. Unless you have made previous arrangements with Bai Laoshi or me, please plan to arrive on this day, Wednesday, June 21. Dormitories will not be available until this date so early arrivals on campus are not possible.

**Travel Details**

Please submit your travel plans on our online planning form:  
https://goo.gl/forms/JmMfuT42Zdj10i0C2

If you are unable to access this Google document, please send your arrival information to me in an email to mclark@middlebury.edu with subject “Arrival Information”.

**Airport Transportation on Wednesday, June 21**

The closest airport to Middlebury College is the Burlington International Airport (BTV). Transportation to the Middlebury College campus from this airport will be arranged for you on Wednesday, June 21 only. We will arrange for transportation from the airport to campus on Wednesday, June 21 only. Upon arrival at the Burlington airport, a driver will meet you in the baggage claim area on the first floor of the airport, and drive you to campus (about an hour). Please be sure to submit your airline travel information to me to reserve a seat on this airport shuttle.

**Automobile Transportation**

If you are traveling by car, please go directly to the Department of Public Safety, located on 125 South Main Street, to check in, register your vehicle, and arrange for parking. A campus map and other information are available online:

http://www.middlebury.edu/about/campus/campusmap
http://www.middlebury.edu/offices/health/publicsafety/parking
Travel Resources
If you arrive before or after June 21, you are responsible for your securing your own transportation, and lodging until June 21 if arriving early. You can refer to these links for transportation and lodging:
http://burlington.airporthotelguide.com/
http://business.addisoncounty.com/list/QL/lodging-travel.htm
http://www.middleburytransit.com/
http://www.jessicasvt.com/

Upon Campus Arrival
Please go to the Department of Public Safety, at 125 South Main Street, to pick up your room assignment and key, and your Middlebury ID card.

Arrival Week Schedule

Teacher Training
The Faculty Training and Planning Workshops are scheduled for Thursday, June 22 through Friday, June 23. Please click on the link below to view the Schedule and related information:
http://personal.kenyon.edu/bai/TeacherTraining/index.htm

First Weekend
Students will arrive on campus on Friday, June 23. Testing will take place on Saturday, and the official start of the Language Schools will take place on Sunday, June 25. Please refer to the schedule for Arrival Weekend and the first few days of the session available online:

Employment Checklist
Please read the information provided in the Summer Programs Employment Information Checklist to prepare for your stay on the Middlebury College campus: http://www.middlebury.edu/ls/facstaff_prearrival

Please see below for important Payroll and Tax Document information.

Campus Information and Map
Language School students, faculty, and faculty dependents with a Middlebury ID card have access to:

- Athletic facilities
- Campus Grill café and restaurant
- Library collection of Chinese resources
- Town of Middlebury for local shops, business, and restaurants

A campus map is available online in two formats:

- PDF Campus Map
- Interactive Campus Map
Communications
To stay informed about Chinese School events, schedule changes, activities, deadlines, and general campus news during the session, please look to the following:

✓ Announcement Board – dining hall entry
✓ Atwater Announcements – verbal reminders and important info during meals
✓ Email – news and things to know (in Chinese or English) sent to your @middlebury.edu email.
✓ Newsletter – weekly PDF listing of upcoming events and activities. (in English and Chinese)
✓ Twitter – subscribe to @MiddChineseSchool for updates, reminders, news. (English and Chinese)
✓ WeChat – subscribe to MiddChineseSchool for updates, reminders, news. (in English and Chinese)
✓ Web Site – visit and bookmark http://chineseschool.middcreate.net/ for all you need to know. (in English and Chinese)

Handbook
Please refer to the Summer Language Schools Handbook for Faculty and Staff for policies and details about living and working at Middlebury College.


ID Card
Please upload a photo prior to arrival so that your ID card is printed and ready for you upon check-in. Instructions and upload links are located online:
https://forms.middlebury.edu/offices/health/publicsafety/photo-submission-card-reactivation

Mailing Address
Your mailing address from June 21 to August 19 is below. **We cannot receive packages before June 21:**

- Your Name
- Chinese School Faculty
- Middlebury College Language Schools
- 14 Old Chapel Road
- Middlebury, VT 05753

Meals
Chinese School’s regular dining hours, starting with dinner on Friday, June 23 will be:

- Breakfast .................. 6:30-9:00 am (Atwater, Proctor, Ross)
- Lunch ..................... 12:00-1:00 pm (Atwater)
- Dinner ...................... 5:30-6:50 pm (Atwater)
- Weekend Brunch ....... 7:00-1:00 (Atwater, Proctor, Ross)

Please note: Breakfast and brunch are available to all Language Schools in all dining halls.
Housing

Chinese School faculty, staff and students will be housed in Forest Hall and Hepburn Hall. Chinese School offices will be in Hepburn. You will receive your housing assignment upon arrival.

Packing List

Faculty and staff room is furnished with a bed, one pillow, two blankets per bed, bed linens, bath towels and washcloth, desk, desk lamp, desk chair, and a chest of drawers or wardrobe. Bed linens are exchanged once a week and fresh towels (four per person) are supplied once a week. Not all rooms have AC. The Chinese School has plenty of fans and lamps that faculty are welcome to use while here. The weather in Vermont during the summer is usually warm and pleasant during the day, cooler in the evening, but we are likely to experience a week or two of temperatures in the nineties accompanied by very high humidity and rain showers. Attire at Middlebury tends to be casual, but you may wish to be prepared for a small number of special events requiring nicer clothing.

Payroll: Taxes, Visa documents, etc.

Please submit all requested and required information and documents to the Tax Office as early as you can before you arrive on campus to ensure that your paycheck will be as accurate as possible. The more time the Tax Office has to process your information and documents, the more accurate your paycheck will be. If you need a social security number, we will assist you in arranging for this during your first week on campus. Review your first paycheck to understand every tax and item listed. If you have any questions or concerns, please speak with the Chinese School Coordinator and/or the Tax Office immediately.

For specific requirements before, during, and after your employment with the summer Language Schools, please see:

Middlebury College Chinese School TAX INFO GUIDE 2017

Placement Exams

The writing and oral placement exams for students will be given throughout the day on Saturday, June 24, starting at 8:00 a.m. Some teachers will be asked to proctor these exams; all teachers will help with the correcting of the written exams.

Public Safety

The campus Public Safety office is open 24 hours a day and can be reached at 802-443-5911 for medical emergencies as well as lock-outs. The Public Safety office is located at 125 South Main Street in Middlebury. For an emergency contact list, please see: http://www.middlebury.edu/er/general/call

In emergencies, please dial 911.