ARRIVAL:

Spanish School faculty arrives on Tuesday, June 27.

Wednesday, June 28 – Faculty workshops with Manel.

Please see Thursday activities beginning at 8:30am.

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

{Our dorms are scheduled to be converted to touchpad code entry, so look for more on that after the implementation.}

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

**DINING** (through dinner on June 30, when the students arrive)

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
<th>Location</th>
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<tbody>
<tr>
<td>7:00am-9:00am</td>
<td>Breakfast</td>
<td>Proctor</td>
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<tr>
<td>11:30–1:00</td>
<td>Lunch</td>
<td>Proctor</td>
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<tr>
<td>5:30pm - 7:00pm</td>
<td>Dinner</td>
<td>Proctor</td>
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<tr>
<td>6:50pm-8:20pm</td>
<td>Dinner - June 30</td>
<td>Proctor</td>
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**Thursday, June 29**

1. Library and tech orientation **9:00 am – noon** LIB 140  
This includes new resources carried by the library, as well as *Course Hub* and *Canvas*. *Moodle* is no longer available. The Library requires this of all new *and returning* faculty.

2. Meeting for 7-week Faculty **1:00pm-6pm** ADK CLT

3. Check in with Human Resources **2-4pm** *obligatory, to receive paycheck* Service Building
Friday, June 30

7-week Faculty Meeting 9:00am-12pm  ADK CLT
Additional faculty meetings 9:00am-5:00pm  MBH 305, MBH 311, MBH 331

**DINING** from here on out:

Usual dining schedule:
Breakfast: 6:30-9am
Lunch: 12:50-2:20pm
Dinner: 6:50-8:20pm

**Saturday, July 1**

**Brunch** is served weekends from 8:00 AM-1:00 PM at Proctor Dining Hall.

*But!* On July 1 and July 2, you can get breakfast at 6:30AM.

**Saturday, July 1**

Student Orientation Sessions-Mandatory (Faculty participation will be required)

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

MiddKid Meeting (Directors) 1:30-2:30 PM  Coltrane Lounge, Adirondack House

*This is a mandatory meeting for all current Middlebury College undergraduate students.*

Placement Testing for 7-week Students (Faculty participation will be required)

- Written Exams 2:30-3:30 MBH 305, 311, 331, 338, 403, 411, 430, 438
- Oral Exams 3:30-5:30pm MBH 305, 311, 331, 338, 403, 411, 430, 438

Faculty Discussion of Results 6-7pm  ADK CLT

Film 8:30pm  SDL DNA

**Sunday, July 2**

Activities for Students (Faculty participation will be required)

- Levels 1, 1.5 10:00am-11:15am  MBH Great Hall
- Level 2 11:15am-12:45pm  MBH Great Hall
- Levels 3, 4 12:45pm-2:00pm  MBH Great Hall
ALL STUDENTS and FACULTY: MANDATORY Emergency preparedness for Middlebury College. 3:15-5:15pm SDL DNA

8:30pm SDL DNA

Monday, July 3

Classes start 8:00am Schedule at link below


Tuesday, July 4 Arrival of 6-week students

Wednesday, July 5


Spanish School Opening (mandatory): Spanish Opening Ceremony 5:00-6:30pm Wilson Hall and Reception Wilson Hall Convocation (all schools) 8:30pm Mead Chapel

DEPARTURE
All faculty and staff must check out by noon on Monday, August 21 (please note that the steam plant closes down on Tuesday, August 22, and there will be no hot water).

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

[Your Name]
Spanish School
Middlebury College
14 Old Chapel Road
Middlebury, VT 05753
**ACTIVITIES.** During the summer session, the Spanish School offers social events such as a closing "talent show" or *Cabaret.* You may want to prepare for these events by bringing costumes, musical instruments, etc. So if you play a string or brass instrument, or any relatively portable instrument at all, please bring it along so that you can become involved in a linguistic and cultural activity that also connects with your other interests, talents, and passions.

Later in the summer, we will have a costume ball (*baile de disfraces*); some people dress in the regional costume of a hispanophone area, others create their own costumes after they arrive; if you have something culturally appropriate and/or fun, bring it along with you.

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

**BOOKS:** Please refer to the course descriptions on the website. Professors have been notified of any changes that have occurred. Please bring your copy of the book with you.

http://www.middlebury.edu/ls/spanish/curriculum/courses

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

**LIBRARY RESERVE:** All books ordered for a course will be placed on reserve. If you desire other books to be on reserve, please contact Katrina Spencer, kspencer@middlebury.edu

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

**Since your first salary check will take time to be issued, you should come prepared.** In order to be paid, you must check in with Human Resources (see time and place on first page of this schedule). Please make sure you bring the proper documentation. Non-U.S. citizens who plan to visit Canada during the summer should check with the Canadian consulate for visa requirements.

**Bilingual assistants:** the bilingual assistants support the Spanish School administrative staff. Their duties are many and include setting up and staffing all films, lectures and performances, covering the office, which includes translation of many documents from the College, producing a weekly newsletter and playbills, film editing, radio and tech assistance, theater assistance, sports organization and transportation for some of our guests. They can assist students in language with questions and problems or act as translator when interacting with the appropriate Language Schools staff member. Please respect their very busy schedules keeping in mind that they work virtually every day, evening and weekend for the entire eight weeks of the summer.
STUDENT AND FACULTY HANDBOOKS WILL BE AVAILABLE ONLINE AT: 
http://www.middlebury.edu/ls/facstaff_prearrival

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

Thank you. I look forward to seeing you soon!

Holly Stark
7-Week Spanish School Coordinator
Middlebury College
802-443-5538
hsstark@middlebury.edu