2017 SPANISH SCHOOL
Opening Schedule for Bilingual Staff

ARRIVAL:  Sunday evening, June 25 or Monday, June 26

Go to Public Safety to pick up your room key and access card. Public Safety is located at 125 South Main Street and is open 24 hours a day.
On Monday the 26th after 9:00 AM, please check in with me, Holly Stark, at Milliken 210 to pick up your arrival packet and other keys.

DINING-until dinner on Friday, June 30 (when students arrive)

<table>
<thead>
<tr>
<th>Time</th>
<th>Meal</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 -- 9:00AM</td>
<td>Breakfast</td>
<td>Proctor</td>
</tr>
<tr>
<td>11:30AM -- 1:00PM</td>
<td>Lunch</td>
<td>Proctor</td>
</tr>
<tr>
<td>5:30 -- 7:00PM</td>
<td>Dinner</td>
<td>Proctor</td>
</tr>
</tbody>
</table>

June 30 and beyond:

**Dinner** will be served from 6:50 PM -8:20 PM at Proctor Dining Hall.

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.

Start organizing your offices and the store room; dorm signs; arrival packet preparation
Monday, June 26 and complete by Friday, June 30

**LS BILINGUAL STAFF ORIENTATION**
Tuesday, June 27
8:30 AM -- 1:00PM
Lunch will be served (Kirk)

**Time to be determined: Radio training for bilingual WRMC-at Proctor:** instead of Eduardo Espina?

**FIRST STAFF MEETING**
Wednesday, June 28
10:30 AM
Jacobo Sefami’s Office
Beginning Monday, July 3, our staff meetings will take place on Mondays at 9:30AM.
Drupal Training for bilinguals with Joe Durante (optional)
Wednesday, June 28 2:00-3:30pm MBH 161

VAN DRIVER TRAINING/CROWD MANAGEMENT TRAINING
Thursday, June 29 9-11:45AM Axinn 229
*You must have a valid driver’s license to obtain a Middlebury College license.
Crowd Management at 9:00/Driver Training at 10:00
15-passenger van road tests, 1-5pm.

Sunday, July 2

Mandatory Emergency preparedness for Middlebury College (Students/Faculty)
Faculty/Staff attend Emergency Preparedness and Cultural Sensitivity sessions with their school.
Directors give HRO presentation in faculty orientations
3:15-5:15 p.m. Sunday, July 2 for 7-week programs
Dana Auditorium SP Cultural HRO Emergency

Thursday July 6, First Aid/CPR, 8:30-4:30, Location TBD
---Interested bilinguals need to plan ahead for this. I want this to be an opportunity for any interested bilingual.
Anyone planning to attend should email Jen Kazmierczak (jkazmierczak@middlebury.edu) 2-3 days prior.

PAYDATES
You must check in with Human Resources on Thursday, June 29, between 2 -- 4PM in the Service Building to complete paperwork. Please be sure to bring the proper documentation. Non-U.S. citizens who plan to visit Canada during the summer should check with the Canadian consulate for visa requirements.

Since your first salary check will not be issued for sometime, you should come prepared. In order to be paid, all staff and faculty must check in with Human Resources on Thursday, June 29.

DEPARTURE
You must check out by noon on Monday, August 21. (Please note that hot water will be shut off on Sunday, August 21). The usual departure date is Saturday, August 20.

ACTIVITIES
During the summer session, the Spanish School offers social events such as a closing "talent show" or Cabaret.
So if you play a string or brass instrument, or any relatively portable instrument at all, please bring it along so that you can become involved in a linguistic and cultural activity that also connects with your other interests, talents, and passions.
Later in the summer, we will have a costume ball (baile de disfraces); some people dress in the regional costume of a Hispanic area; others create their own costumes after they arrive; if you have something culturally appropriate and/or fun, bring it along with you.

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

**MAILING ADDRESS**

**Standard Mail:**

[Name]
Spanish School
Middlebury College
14 Old Chapel Road
Middlebury, VT 05753

**Express Mail or UPS (street address needed):**

[Name]
Spanish School
Middlebury College
14 Old Chapel Road
Middlebury, VT 05753

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

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

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

Sincerely,

Holly Stark
Coordinator, Seven-Week Spanish School
Middlebury College