Dear School of Hebrew Faculty and Staff:

We are pleased you will be joining us for the 2017 summer session of the School of Hebrew. On behalf of the Director of the School of Hebrew, Vardit Ringvald and Assistant Director, Sara Hascal, we are delighted to welcome you to the Middlebury College Language Schools.

**Arrival Dates**
Please plan to arrive on campus on your contracted date. If you do arrive prior to the contracted date, access to your housing will not be issued.

**Arrival Dates for Students**
- Friday, June 30: 3-week Life Long Learners
- Friday, June 30: 7-week students
- Tuesday, July 04: 6-week students
- Thursday, July 27: Classical Hebrew

**Reminders**
- **All Faculty and Staff** are responsible for their own transportation to/from Middlebury College. Information on transportation to Middlebury. If you are using a GPS to find your way to Public Safety, use 125 S. Main Street, Middlebury, VT 05753.
- No luggage, classroom supplies, or packages sent in advance will be accepted for storage and cannot be stored on campus for any length of time after you have departed.
- **All Faculty and Staff** are financially responsible for packages shipped to/from Middlebury College.

Please review all of the pre-arrival information carefully before arriving on campus for the summer. You will receive a copy of the Handbook and Faculty Supplement to the Handbook when you arrive on campus in June. In the meantime, if you have questions you can refer to both documents at: http://www.middlebury.edu/ls/facstaff_preadmission.

**Prior to arriving at Middlebury**
- **Kosher Kitchen**: Middlebury will be operating the Kosher Kitchen again for the summer 2017 programs. Please fill out this form for all family members who are requesting Kosher meals and send the completed form to hebrew-ls@middlebury.edu
- **Mandatory Instruction on Middlebury College Policies**: Sunday, July 02nd at 3:45 p.m. in MCC Wilson Hall or Wednesday, July 5th at 3:45 p.m. in Dana Auditorium. This training must be completed at this time. Please note, no online training will be offered this year.

**What to do when you arrive at Middlebury**
If you arrive prior to or after the arrival center hours you should go directly to Public Safety at 125 South Main Street to pick up your materials and get your ID card (if you no longer have last year’s).

**Meeting with Human Resources/Arranging for Paychecks**
Faculty and staff meeting with the Human Resources Department and the office for International Students and Scholars are scheduled as follows: *All faculty and staff*: Friday June 30th from 11:00 to 11:30 a.m., or Monday, July 3rd from 2:00 to 2:30 p.m. You MUST check in with HR/ISSS before you begin work. At this time, you will complete documents required by Human Resources. **No paychecks will be issued until your paperwork is completed.** Be sure to bring with you the appropriate documents to present to the human resources representative to verify your employment eligibility. If you arrive after the above dates, you will need to go to the Human Resources department to complete your paperwork. If you are a Foreign National please make sure you check in with ISSS first before checking in Human Resources.

**Computing at Middlebury College**

Please see the Faculty Pre-arrival website for important information about using the computing systems at Middlebury College. This page includes instructions for connecting to the Middlebury network and for setting up your email account: [http://www.middlebury.edu/ls/facstaff_prearrival](http://www.middlebury.edu/ls/facstaff_prearrival)

**Sunday, July 02, 2017 – all day**: placement exams/student orientations

**Living Facilities**: There is no guarantee that faculty or staff's special housing requests can be met, although the School will make every effort to accommodate needs identified. Some faculty members will reside in the residence halls and will dine regularly with students. As you could be living in relatively close quarters, noise can easily become a problem. We ask that you be respectful of your neighbors.

**What to bring with you to Middlebury**

You may consider bringing with you to campus: a fan, light-weight clothing, swim suit, warm sweater and a light weight blanket, tennis racquet, soccer cleats, and other sporting equipment. The School of Hebrew offers many cultural and social events such as themed parties, game nights, theatrical productions, dances, a choral concert, and a cabaret. You may want to prepare for these events by bringing musical instruments, costumes, etc. Attire at Middlebury tends to be casual, but you may wish to be prepared for a small number of special events requiring fancier clothing. The weather in Vermont during the summer is warm and pleasant during the day; summer evenings can be cool, but we are likely to experience a week or two of temperatures in the nineties (30 + degrees Celsius) accompanied by very high humidity.

**Visitors**

Please note; any visitors staying with you on campus must register with us. The cost for staying on campus is $29 per person per day. The cost for eating in the dining halls is an additional $10 per person per day. Please provide us with the names of your visitors and the dates they will be on campus. We will enter them into a guest database that will allow them to pick up room keys at public safety as well as temporary ID cards. **Please note -for the first part of the summer we will have very few unassigned rooms available to us and in some cases your guests may not be able to stay on campus.**

The Middlebury Language Schools staff has been working hard to insure your arrival and first days on campus go as smoothly as possible. However, if you have any questions prior to traveling to Vermont, please do not hesitate to call or email us.

We hope this information proves to be useful in planning for your summer and we look forward to seeing you in person in June.

Warm Regards,

Carrie Gracie
Office Manager, Assistant to the Director
E-mail: [hebrew-ls@middlebury.edu](mailto:hebrew-ls@middlebury.edu)