Middlebury at Mills Arabic School • 2015 Summer Session

Opening Activities Schedule for 8-Week Faculty

**Wednesday, June 10**

*Breakfast/Lunch* 8:00am – 2:00pm in Café Suzie

*Faculty Arrival* The Mills campus is in Oakland, California, which is near San Francisco. The address is:
5000 MacArthur Boulevard
Oakland, California 94613

*Classroom Walkthrough* 2:00-5:00 pm
Classrooms will be unlocked for faculty to visit.

*Dinner* 5:00 – 7:00pm in Founders Dining

**Thursday, June 11**

*Breakfast* 7:00 – 9:00am in Founders Dining

*Meeting with Director, Faculty Orientation* 9:15-11:30am in Warren Olney dining room (1st floor)

*Lunch* 11:30am – 1:30pm in Founders Dining

*Human Resources and Tax Forms Check-in* 1:00pm – 4:00pm in Middlebury at Mills Administrative Offices, Reinhardt B (across from Founders Dining)
All faculty and staff, including US citizens, must bring passports. International faculty should bring visa documents. In order to receive paychecks, all faculty and staff must sign the necessary forms. Dr. Abdalla will assign groups to go at certain times; the other groups will continue with the workshop/training.

*Faculty Training Sessions* 2:00 – 5:00pm in Warren Olney Dining and GSB 109, 110, 124

*Dinner* 5:00 – 7:00pm in Founders Dining

*Syllabus preparation, Personal activities* 7:00-9:00pm
**Friday, June 12**  
**Arrival Day for 8-week Students**  
*Breakfast*  
7:00 – 9:00am in Founders Dining  
*Faculty Training Sessions*  
9:00am – 7:30pm in Warren Olney Dining, GSB 109, 110, 124  
*Lunch*  
11:30am – 1:30pm in Founders Dining  
*Dinner*  
7:30 – 8:30pm in Founders Dining  

Bookstore open 9:00am – 5:00pm; Café Suzie open 8:00am – midnight

**Saturday, June 13**  
*Breakfast*  
7:00 – 8:30am in Founders Dining  
*Written Placement Exam*  
8:30am – 1:00pm in GSB 117, 118, 124, 125  
*Written Exam Correction*  
10:00am – 7:30pm in GSB 109, 110, 124 (after testing is finished)  
*Lunch*  
1:00 – 2:00pm in Founders Dining  
*Oral Placement Exams*  
1:30 – 7:30pm in Instructor Offices, Warren Olney Hall  
*Dinner*  
7:30 – 8:30pm in Founders Dining  
*Film*  
8:45pm in the Littlefield Concert Hall, Music Building  

Bookstore open 12:00 – 6:00pm; Café Suzie open 1:00 pm – midnight

**Sunday, June 14**  
*Brunch*  
8:00am – 1:00pm in Founders Dining  
*First Meeting with Students*  
10:00 – 11:00am in the regular classrooms  
Class assignments and locations will be posted near the offices.  
*Arabic School*  
*Student Orientation*  
1:30 – 3:30pm in the Rothwell Student Union (near Café Suzie)  
During the session, Dr. Abdalla will ask all students to sign the Language Pledge, which will go into effect at 7:00am on Monday, June 16. Faculty and staff members should not attend unless specifically asked to do so by the Director.  
*Language Schools*  
*Opening Convocation*  
4:30 – 5:30pm in the Littlefield Concert Hall, Music Building  
Formal attire. Featuring an address by Dr. Michael Geisler, Middlebury Vice President for Language Schools.
Dinner 7:30 – 8:30pm in Founders Dining

Arabic School 8:45 – 10:45pm in the Rothwell Student Union
Opening Ceremony A reception will follow, also in the Student Union. At this reception, Dr. Abdalla will introduce everybody briefly to the students, after which faculty and students will have the opportunity to meet students and converse in English. There will be light snacks served.

Bookstore open 10:00am – 4:00pm; Café Suzie open 1:00pm – 11:30pm

Monday, June 15 The Language Pledge will go into effect at 7:00 am (before breakfast). Classes begin at 8:30 am.

Meal Times in Founders Dining beginning June 12:

Monday through Friday Breakfast 7:00 – 9:00am
1:30 – 2:30pm
7:30 – 8:30pm (9:15pm during Ramadan)

Saturday and Sunday Brunch 8:00am – 1:00pm
Dinner 7:30 – 8:30pm (9:15pm during Ramadan)

Bookstore Hours beginning June 16:
Monday through Friday 9:00am – 5:00pm
Friday 9:00am-3:00pm
Saturday and Sunday Closed

Café Suzie Hours beginning June 16:
Monday through Friday 8:00am – 2:00pm & 7:00 – 11:30pm (midnight on Friday)
Saturday 1:00pm - midnight
Saturday and Sunday 1:00pm – 11:30pm

In case of emergency or lockout (from any room or building) on the Mills campus, call Mills Public Safety at 510.430.5555 (or 5555 from a campus phone). Please save this entire number as a contact in your mobile phone.