



Middlebury Institute of
International Studies at Monterey

2019

Summer Intensive Language Program Student Handbook



Contents

DIRECTOR WELCOME LETTER	1	CAREER ADVISING.....	11
MISSION	2	RESTAURANTS.....	11
2019 PROGRAM DATES	2	VI. TRANSPORTATION	11
SCHOOL OFFICE LOCATION	2	Monterey Transit System (MST)	11
ADMINISTRATORS	3	VII. CAMPUS RESOURCES	11
I. FACILITIES	4	LIBRARY.....	11
CLASSROOMS	4	<i>Printing and Copying</i>	11
OFFICES	4	OFFICE SERVICES	11
II. ACADEMIC INFORMATION	4	<i>Postal Services and Mail</i>	11
ORIENTATION.....	4	<i>Faxing</i>	11
PLACEMENT	4	<i>Additional Services:</i>	11
TEXTBOOKS.....	5	PARKING.....	11
CURRICULUM AND ASSESSMENT	5	BIKE POLICY	12
GRADING.....	6	DIGITAL LEARNING COMMONS (DLC)	12
WITHDRAWALS AND DROPS	6	SOCIAL NETWORKS	12
ACADEMIC CREDIT.....	6	MEDIA SERVICES	12
TRANSCRIPTS.....	6	VIII. SAFETY	13
CLASSROOM EXPECTATIONS	7	SECURITY	13
EVALUATIONS.....	7	IMPORTANT TELEPHONE NUMBERS.....	13
CERTIFICATE OF COMPLETION.....	7	IX. RULES AND POLICIES	13
TUTORING	7	HEALTH INSURANCE POLICY	13
CONVERSATION PARTNERS PROGRAM.....	7	ATTENDANCE POLICY.....	14
III. MIDDLEBURY STUDENT ACCOUNTS	8	WITHDRAWAL/DROP POLICY.....	14
STUDENT BANNER ID/MIDDLEBURY ID, MIDDLEBURY		PAYMENT AND REFUND POLICY	14
USERNAME	8	SMOKING POLICY	16
COMPUTERS AND WIRELESS NETWORK	8	ANTI-HARASSMENT/DISCRIMINATION /SEXUAL MISCONDUCT	
<i>Email Address</i>	8	POLICY	16
IV. ACTIVITIES	9	ALCOHOL AND OTHER DRUGS.....	16
TOURISM OFFICES AND RESOURCES	9	SCOPE OF OVERSIGHT.....	16
V. EVERYDAY LIFE	9	PROHIBITED CONDUCT	17
MONTEREY	9	EMERGENCY WITHDRAWAL, SUSPENSION OR DISMISSAL....	17
WEATHER IN MONTEREY	9	X. FINANCIAL INFORMATION	17
HOUSING.....	9	FINANCIAL AID.....	17
HEALTH AND WELLNESS	10	DAVIS FELLOWS FOR PEACE.....	18
<i>Finding a Doctor or Dentist</i>	10	EXTERNAL SCHOLARSHIPS.....	18
<i>ADA and Students with Disabilities</i>	10	VETERAN’S BENEFITS.....	18
PERSONAL ADVISING.....	10	PAYMENT OF FEES	18
STUDENT SERVICES.....	10	XI. FORMAL COMPLAINTS	19
		XII. WHERE DO I GO FOR	21
		XIII. CAMPUS MAP	22

Dear students,

Welcome to the 2019 Summer Intensive Language Program (SILP) at the Middlebury Institute of International Studies!

SILP is an intensive and supportive environment that fosters significant growth in language proficiency and cultural knowledge in a short period of time. Undergraduates, graduate students, and professionals come to the program from across the country for a variety of reasons, whether it be to prepare for study abroad, to participate in higher-level language courses at their home institution, to pass a placement exam, or to diversify their professional portfolio.

The present handbook is designed to help you navigate your studies while at SILP. It serves as a resource to answer questions regarding the program, the Middlebury Institute, and daily life in Monterey. If you need any information that is not included in its pages, please do not hesitate to approach your Instructor, Tutor, or any member of the administrative team.

We look forward to your arrival in June. It is the goal of our excellent Instructors and dedicated Staff to make this one of your most meaningful summers yet!

Sincerely,

A handwritten signature in cursive script, reading "Jason P. Martel".

Jason Martel, Ph.D.
Associate Director
Summer Intensive Language Program
Middlebury Institute of International Studies

Mission

Our mission is to provide high-quality, rigorous instruction that prepares students to solve real-world problems using knowledge of a foreign language and cultural awareness. This principal goal is attained by means of a flexible, student-centered curriculum that cultivates critical thinking skills, promotes autonomous learning, and provides ample opportunities for students to use the target language in meaningful, contextualized situations both inside and outside the classroom.

2019 Program Dates

	Day	Date
New Student Orientation	Thursday & Friday	June 13 th & 14 th
Classes Begin	Friday	June 14 th
Fourth of July Break	Wednesday	July 4 th
Midterm Break	Friday	July 12 th
Last Day of Classes	Wednesday	August 7 th

Main Office Location

Language & Professional Programs
419 Pacific Street, Suite 103
Monterey, CA 93940

Hours

Monday – Friday, 9:00 am – 5:00 pm
The LPP office is closed on Institute holidays.

Contact Information

Office Number

(831) 647-6585

Email Address

silp@miis.edu

Homepage

go.miis.edu/silp

Administrators

**Associate Director
Summer Intensive Language Program**

Jason Martel

jmartel@middlebury.edu

(831) 647-3547



**Marketing & Admissions Manager
Language & Professional Programs**

Rachel Vidmar Muradyan

rvidmar@middlebury.edu

(831) 647-6532



**Operations Assistant
Summer Intensive Language Program**

Lian Partridge

silp@miis.edu

(831) 647-6585

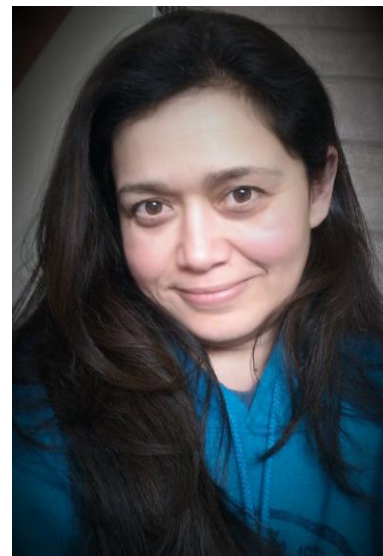


**Operations Manager
Language & Professional Programs**

Priscilla Lorenzo

plorenzo@middlebury.edu

(831) 647-4666



I. Facilities

Classrooms

Classrooms are located throughout the Institute campus. Classrooms are assigned to each class by the end of the two-day orientation.

Offices

Administrators can be found in the Language & Professional Programs (LPP) Main Office. Instructors and Language Coordinators hold office hours in their classrooms. Tutors and Activity Guides have cubicles located in the first and second floor of the McCone Building. Students will be notified about office hours during their language-specific orientation.

The LPP office houses a computer station available to students. Large print jobs are not allowed when using this computer. The computer is available during normal office hours for student use.

II. Academic Information

Orientation

All students are required to attend orientation during the first two days of the program. Students will participate in both general and language-specific



orientation sessions. Although morning refreshments will be provided during some orientation sessions, students are responsible for their own lunch.

The general orientation aims to achieve the following:

- Introduce students to other students, Instructors, and Staff.
- Familiarize students with the MIIS campus and general facilities.
- Answer student questions about student health insurance and registration fees.
- Explain academic expectations, program policies, and curriculum details.
- Explain how to connect to the Middlebury Wi-Fi network, wireless internet, and email system.

The language-specific orientation aims to achieve the following:

- Introduce students to their Language Coordinators, Instructors, Tutors, and Activity Guides.
- Explain co-curricular activities and student resources such as tutoring.
- Provide students with language-specific program information.
- Confirm student attendance.

Placement

All students will need to take a placement test on the first day of orientation. This test takes place after lunch and will be facilitated by the Language Coordinators.

Results from the placement test will be posted in the McCone foyer the morning of the second day of orientation. If a student

has a dispute or question regarding their initial placement, they should contact their Language Coordinator in person or via email. Class changes may only be processed during the first week of the program. After the first week of the program, class changes will be made on a case-by-case basis, and only with the Associate Director's approval.

Textbooks

Textbooks are not included in basic SILP fees. Furthermore, the Institute does not have a bookstore on campus. Therefore, all books must be ordered through the vendor of your choice. You will be provided textbook information by your Language Coordinator via email in mid-to-late May. It is imperative to come to SILP with your textbooks on the first day of the program. Please address any questions regarding textbooks to your Language Coordinator.

Curriculum and Assessment

SILP adopts the American Council on the Teaching of Foreign Languages' (ACTFL) Proficiency Guidelines as its underlying organizational framework, which means that program levels are determined by entry and exit proficiency targets. For example, students who place into Elementary 3 begin their eight weeks of study at a Novice High proficiency level and are expected to reach Intermediate Low by program's end (for more information on proficiency targets, see the [Student Outcomes by Level](#)).

In line with ACTFL's National Standards, SILP's curriculum fosters student growth in interpretive, interpersonal, and presentational communication skills; in other words, it helps students to better comprehend oral and written texts, engage in back-and-forth conversations, and write and give oral presentations, all in the target

language. With these three modes of communication in mind, teachers create lessons that put communication at the forefront and focus on linguistic structures and vocabulary development in service of communication. Teachers take a content-based approach to their lessons by integrating texts that reflect not only target language cultures, but also the Institute's internationally-focused fields of study, which can be found on the [Institute's Academics webpage](#).



Assessment occurs at many times and in many ways throughout the program. All students are required to take a pre-placement test at the time of application, in addition to a more formal placement test on the first day of orientation.

Throughout the program, students can expect to take weekly achievement-oriented tests, in addition to other quizzes and formative-style assessments. At the midterm and final, students will take an Integrated Performance Assessment (IPA), a communicative testing framework developed by ACTFL. For this assessment, students will complete a variety of tasks corresponding to the modes of communication listed above (interpretive, interpersonal, and presentational), giving an indication of their proficiency gains throughout the program.

Grading

SILP comprises one eight-unit session with a midterm and end-of-program assessment. Students will receive one grade, but transcripts will show two four-unit courses with the same grade. Students may also opt for Pass/No Pass but should be certain they prefer this option before petitioning for it, as it is impossible to receive a letter grade after a Pass/No Pass petition has been filed.

Students may petition for a Pass/No Pass grade by the last day of the session, but not after the session end date. Students who wish to select this option should fill out the petition form provided in your orientation packet and turn it in to the Records Office.



Academic Credit

It is possible to receive up to eight semester units of undergraduate credit for the program. Levels are assessed in accordance with the proficiency guidelines of the American Council of the Teaching of Foreign Languages (ACTFL). Please check with your home institution prior to starting the program to ensure the credits are transferable.

Institute students can potentially satisfy

four units of graduate-level language requirements.

Please note that transferring summer program units into the graduate program will reduce only a portion of the language requirement, not the complete unit count required for the graduate degree. A grade of B or higher is required in order to receive graduate credit, and Pass/No Pass grades will not count toward any degree at the Institute. **Most importantly, placement into the graduate-level Language Studies (LS) Program at the Institute is not guaranteed by your participation in SILP.**

All students wishing to enter the LS program must take the LS placement test prior to their acceptance into that program. If you have any questions, please contact Angie Quesenberry, Assistant to the GSTILE Dean, at (831) 647-4198 or aquesenb@middlebury.edu.

Transcripts

In order to transfer credit to another school, or if students wish to have an official copy of a transcript sent to them, a written and signed request must be submitted to the Records Office. Only requests from students will be honored.

Transcripts may be ordered in person at the Records Office counter or by faxing or mailing a request to the Records Office. A Transcript Request Form is available in your orientation packet, or from [the Institute's website](#).

Official transcripts cannot be ordered by telephone, as the student's signature is required in order to release the document. Official transcripts cost \$5.00. For bulk orders of 6 or more, the first 5 transcripts

are \$5.00 each and each additional transcript is \$1.00. Unofficial transcripts are free. Check the webpage above for more details.

Classroom Expectations

Attendance and participation are not optional.

Any student whose attendance falls below 80% risks suspension from the program. Multiple late arrivals or partial-day attendance may affect the grade. No refund will be granted in the case of a suspension due to misconduct or poor attendance (see Code of Conduct).

It is at the discretion of the SILP administration to enforce temporary suspension or permanent removal from the program due to failure to maintain the minimum attendance required.

Learning requires effort – both inside and outside class.

SILP students will take 22 and a half hours of class per week and will have about three to five hours of homework per day. Homework is a very important part of learning. All homework assignments should be completed before the beginning of class. Late work usually receives a lower grade.



Plagiarism is not acceptable.

Under no circumstances is it acceptable to use the work of others as your own. Please be very conscious of correctly citing your sources and carefully paraphrasing. More information regarding plagiarism can be found in the [Academic Honesty Policy](#).

Evaluations

You will be asked to complete both a mid-program and an end-of-program form evaluating your summer experience. These evaluations are confidential. Student names are not required, and no faculty member will see the evaluation forms until grades have been submitted.

Certificate of Completion

To receive a certificate of completion, students must meet the minimum attendance requirement and receive a passing grade in the program. Certifications of completion will be distributed at the program's closing ceremony.

Tutoring

Instructors are available by appointment and will be available to answer students' questions. Each language program will also have a Tutor who will be available for help outside class. Students typically sign up for tutoring to receive help with homework, projects, or specific skills. Tutoring hours, availability, and location will be provided during the language-specific orientation.

Conversation Partners Program

The conversation partners program is a service provided by the Intensive English as a Second Language (IESL) program to help students facilitate their learning of English while allowing SILP students the opportunity to converse with a native speaker of their target language. All

students who wish to participate must complete a Conversation Partner Request Form, which is available online.

Once the online form is received, the IESL program will do their best to match a SILP student with an IESL student. The goal is to encourage students to develop their conversation skills in their target language. Once a partnership is identified and both groups are notified, the pair can choose when and how often to meet. **This program is limited in space and is on a first-come, first-serve basis.** Please send any questions to english@miis.edu or [complete this form](#).

III. Middlebury Student Accounts

Student Banner ID/Middlebury ID, Middlebury Username

Every SILP student will receive an Institute ID number, also called their “Banner ID.” Students are first given their ID number in their official acceptance letter. Although not required, SILP students may obtain an Institute ID by going to the security office on campus.

Students will receive their Institute username on the first day of orientation. Students will use this username for email and logging onto the campus network.

Computers and Wireless Network

Students may log on to the Middlebury network to use computers, printers, and the Internet using their Middlebury username. During orientation, we will provide information and instructions so that students may activate their accounts.

Once a username and network password has been set, students will be able to connect to the Middlebury wireless network, either through Windows or an Apple computer. If necessary, students can get help configuring their computer by visiting the Information Technology Services Center located in Casa Fuente 320. For more information, visit the [ITS website](#).



Email Address

Every student will have a Middlebury email address in this format: username@middlebury.edu.

During orientation, we will provide information and instructions on how to activate your Middlebury email account.

All communication from our office, including pre-arrival information, will be provided via email. We will contact you using the email address provided on your application. If your email address has changed since the submission of your application, please contact our office so that we may update our records.

Please add silp@miis.edu and languages@miis.edu to your contacts so that you receive all email correspondence from our office.

IV. Activities

In order to enable students to expand their knowledge of their target language and culture(s), we provide students with a wide variety of co-curricular activities planned after classes and on weekends. These activities give students the opportunity to experience the culture and practice the language in authentic settings. The Activity Guides for each language will publicize these events on social media and via email to their students.

Tourism Offices and Resources

Additionally, students are encouraged to attend Institute and Monterey County events. Monterey County and the surrounding areas have online resources for visitors to learn more about tourist attractions and events. For Institute-related activities, visit the [MIIS Events page](#). For general information on activities to do in Monterey, visit the [Monterey Visitor's Guide](#).

V. Everyday Life

Monterey

Monterey is a small town on the Central Coast of California, about 118 mi/190 km south of San Francisco. There are about 75,000 people on the Monterey Peninsula. This area is famous for its beautiful scenery and rich history and is very popular with tourists.

For more information on Monterey, go to "[Life in Monterey](#)."

The climate of Monterey is regulated by its proximity to the Pacific Ocean. As a result, Monterey's average high temperature ranges from around 60° Fahrenheit (16°

Celsius) in winter to 72° Fahrenheit (22° Celsius) during the summer months.

Summers in Monterey are generally cool and foggy in the morning and warmer in the afternoon. In general, students should be prepared for the weather to change regularly. You should bring clothes for layering, closed-toed shoes, pants, and at least one good jacket or coat for the evening.



Housing

The Institute does not have on-campus housing or dormitories available for students. However, there are other resources available for finding summer housing.

- [The Official MIIS Housing Facebook Group](#): Many of the master's degree candidates spend their summers away from Monterey. They will look to sublet their apartments or rooms during that time, and commonly list their available sublets on this resource.
- [The Office of Student Services Housing Resources page](#): Here you can find more information on local housing.

Please note that only students who have paid their \$200 tuition deposit will be

granted access to the Official MIIS Housing Group.

Health and Wellness

Finding a Doctor or Dentist

If students are enrolled in the Middlebury Health Insurance plan, they can find a provider or dentist using the [MIIS Health and Wellness page](#).

If students are not enrolled in the Middlebury Health Insurance plan, the Community Hospital of The Monterey Peninsula (CHOMP) maintains a doctor search on [their website](#).



ADA and Students with Disabilities

The Institute is committed to providing accommodations for students with disabilities in accordance with the 1973 [Americans with Disabilities Act](#) (ADA) and to providing equal and integrated access for individuals with disabilities to all of the academic, social, and cultural programs that are offered on campus. Any student who requires reasonable accommodations for a disability based on the appropriate documentation must apply for those services through the [Office of Student Services](#) or by completing the application available [here](#). Please follow the instructions to make sure that you get the accommodations you need to succeed at the Institute.

Personal Advising

Personal advising is provided by the Office of Student Services. The Office of Student Services offers advising as well as resources regarding housing, health and wellness, life in Monterey, volunteer opportunities, and campus activities.

The Associate Director of Student Services responds to student problems and incidents such as accidents, serious illnesses, psychological problems, and non-academic grievances. The Office of Student Services' Staff advises students on how to use the Student Assistance Program and provides these resources to students.

Advising is often available on a drop-in basis. If an advisor is not available, students are asked to make an appointment, which will usually take place within 2–3 days.

Students can take advantage of free short-term counseling services offered by the Student Assistance Program by calling (800) 640-4777 or checking [WellConnect](#).

Student Services

The Office of Student Services strives to create a positive, student-centered environment, dedicated to providing Institute students with the necessary resources, advising, and caring support to enhance their student life experience. Furthermore, they are committed to partnering with the campus and local communities to weave a strong fabric of connections through unique programming and opportunities. For more information please visit the [Office of Student Services website](#).

Career Advising

Through collaborative relationships grounded in mutual respect and trust, the Center for Advising and Career Services (CACS) can assist you with academic direction, skills development, career exploration, and professional opportunities aligned with your interests, languages, experiences, and goals. For more information, visit the [CACS website](#).

Restaurants

Monterey and the surrounding areas offer a variety of restaurants and places where you can purchase food, including the weekly Monterey Farmer's Market (Tuesdays 4:00 – 8:00 pm on Alvarado Street in downtown Monterey).

In addition, the Institute offers [an online map of local restaurants](#) to help you explore your options.

VI. Transportation

Monterey Transit Systems

Most students get around in Monterey County through the bus system. If students are looking to go long distance, they may travel via bus, train, or airplane. The [MIIS Local Resources page](#) has links to the Monterey area transport system.

VII. Campus Resources

Library

The William Tell Coleman library is available to all students. Students can check out books and materials using their Institute ID card. Computers are available for student use and printing. Please visit the [library website](#) for full hours.

Printing and Copying

Every student has \$25 credited to their printing account for the entire program. Students may use computers on campus to print from that \$25. Printers are located in the library as well as several spaces throughout campus. Please refer to the [Technology Map](#) to find on-campus printing and copying locations.

Office Services

Postal Services and Mail

The Middlebury Institute Office Services provides USPS, DHL International Document Service, FedEx Express and Ground, and UPS. Office Services accepts cash, checks, or cards. Please visit the [Office Services website](#) to acquire the proper forms and to check out their hours.

Faxing

Office Services also provides faxing services. Transmittal within the U.S. is \$0.50 per single-sided page. Outside of the U.S. is \$1 per single-sided page. Receiving faxes is free of charge. We ask that students please notify Office Services prior to having a fax sent to our office, as we often get faxes that are not meant for people at MIIS. The Office Services fax number is (831) 647-4199.

Additional Services:

Office services can also help students with:

- Black/white and color copying/printing
- Laminating
- Business cards
- Mailing supplies

Parking

All students with cars who live beyond a one-mile radius of the Institute may obtain an on-campus student parking permit after they have paid all fees for their summer

program. Parking in the student parking lots will not be enforced on the first day of the program. Student parking permits are issued by the Security Office. Students must bring a copy of their Driver's License, Institute ID number, their automobile registration card, and proof of insurance in order to obtain a parking permit.

The student parking permit is valid in two parking lot areas (see Campus Map at the end of this handbook):

- In the main lot between Van Buren and Pierce Streets, and between the CNS Building and the library (students may park in any space marked "Student").
- In any space behind the Kinnoull Building (enter on Van Buren St.).

Parking is available on a first-come, first-serve basis. The student parking permit does not guarantee a parking space. Students should not park in any other campus lot before 4:00 pm on weekdays. However, they may use any lot on campus – with or without a permit – after 4:00 pm on weekdays and any time on weekends and holidays. For more information, visit [MIIS Parking](#).

Bike Policy

This policy exists to protect student property, not to punish students for leaving their bikes on campus. Bikes left on campus overnight or for more than just a few days can attract thieves to the campus.

- Bikes should not be left on campus overnight.
- Bikes left on campus for more than 72 hours may be impounded by the Security Department.
- If a bike is impounded, the lock may

need to be cut. Students will have to replace their lock at their own expense.

- Impounded bikes will be placed into the Lost and Found. Students will need to come to the Security Office to claim their bike.

Digital Learning Commons (DLC)

The Digital Learning Commons supports the Institute community in the pursuit of academic excellence and digital media proficiency. Students may schedule an appointment for one-on-one feedback with DLC Staff to discuss how to create a blog, a presentation, a movie, or other technological needs. There are computers located on the second floor that students may also use. Visit the [DLC website](#).



Social Networks

Students will be able to access the [2019 MIIS SILP Facebook group](#). Here, you can meet and communicate with your summer cohort, exchange tips and ideas for moving to Monterey for the summer and even find a roommate.

Media Services

Media Services provides media resources for faculty and student projects – including presentations, videos, and classroom activities – as well as technical support for campus events. They coordinate and

schedule all audio and video equipment. They are able to supply the following:

- Video/audio recorders
- Video conversion equipment
- Microphone and projector setup for events
- Satellite/cable TV/SCOLA access
- Video and audio conferencing

For more information, visit the [Media Services website](#).



VIII. Safety

Security

The Security Department is committed to ensuring that visitors, students, and members of the Institute Faculty and Staff will be safe and will enjoy their stay. Campus security is responsible for safety, security, and the following support services:

- Issuing photo identification cards
- Enforcing parking controls, including issuing permits
- Conducting after-hours safety escorts (on-campus ONLY)
- Maintaining a lost and found box
- Assisting with vehicle lock-outs by contacting tow truck and locksmith services on behalf of students

Security is also responsible for reporting

illegal activities to responsible Staff and/or law enforcement, including:

- All activity relating to crimes
- Underage drinking
- Unauthorized possession of alcohol on campus
- Possession of weapons

If you feel unsafe or need help on campus at any time, please stop by the Security Office or call security personnel at (831) 647-4153. You may also call security personnel from any of the blue phones on campus.

For more information, visit the [Security page](#).

Important Telephone Numbers

Call **911** for all life-threatening emergencies. Dial 9-911 from a campus phone. Other important telephone numbers include:

- Police: Call (831) 646-3830 and ask to speak with an on-duty police officer.
- Institute Security: Call (831) 647-4153 and ask to speak with a security officer.
- City Parking: Call (831) 646-3953.

IX. Rules and Policies

Health Insurance Policy

All students are required to have health insurance while studying at the Institute. If you have your own insurance, you must provide proof of health insurance and “waive” the Middlebury insurance plan requirement. If you do not have your own insurance, you will need to purchase health insurance through an Institute- approved or comparable health plan. SILP Staff will remind students about this policy, but it is

the students' responsibility to have insurance.

Students who will not matriculate into the Institute's graduate programs can enroll in health insurance on a monthly basis or enroll for the full summer session. To enroll in the monthly or session insurance plan, contact languages@miis.edu. Incoming Institute students can enroll in the annual insurance plan. The Office of Student Services can assist students in enrolling in the annual insurance plan.

You can read more about the health insurance requirements on the [MIIS Health Insurance page](#).

Attendance Policy

In order to successfully complete SILP, it is highly recommended that students be present for all class sessions. Where possible, appointments (e.g., doctor's appointments) should be scheduled outside class time, and in the case of a medical emergency or sudden illness, a doctor's note is required. All other absences should be discussed in advance with the SILP administration and will be reviewed on a case-by-case basis. No matter the circumstance, students must maintain at least 80% attendance in their class in order to receive a grade for the program. In other words, absences totaling more than 20% of the program – that is, seven instructional days – may result in a failing grade. For placement and evaluation reasons, attendance during the beginning and end of the program is vital. In particular, it is during the first few days that goals are set for the

session and foundational concepts are reviewed. Therefore, we ask that students assure their attendance for the first full week and the final full week of the program. Any appeals to this policy will be considered by the SILP administration on a case-by-case basis, and all decisions are at the discretion of the administration.

Furthermore, late arrivals to class may accumulate to count as absences and/or lead to a reduction in your course grade.

Withdrawal/Drop Policy

The last day to officially drop a course is Friday, June 28th, 2019. If a student has not officially dropped the course by the Drop deadline and wishes to receive a "W" (Withdrawal) grade, they must submit a Withdrawal Petition at the Records Office on or before Wednesday, August 7th, 2019.

In order to withdraw or drop, a student must complete and sign an official Withdrawal or Drop Form at the Records Office. If a student does not go to the Records Office to officially drop or withdraw, they risk receiving a failing grade for the course.

Payment and Refund Policy

The total cost of tuition is \$4,175. A tuition deposit of \$200 is due within two weeks of receiving your official acceptance into the program. The remaining balance is due in full by June 1st, 2019. The following chart gives a timeline of the refund policies.

Application Fee	\$50 due at time of application fee (non-refundable)	
Tuition Deposit	\$200 due within two weeks of acceptance into the program, will be applied to course tuition fees* (non-refundable, payment may be deferred for up to one year)	
Tuition	\$4,175 tuition, which does not include textbooks or housing (see refund schedule below) Payment of full tuition balance is due no later than June 1 st , 2019 unless otherwise arranged.	
Refund Dates	Timing	% Refund
	Within first week of course start date, including Orientation day (by June 21 st)	100% of balance paid <i>except \$200 deposit and application fee</i>
	Within second week after course start date (by June 28 th)	50% of balance paid <i>except \$200 deposit and application fee</i>
	After second week of the program (starting from July 1 st)	NO REFUND



Smoking Policy

In order to promote a healthful environment, smoking is not permitted inside any building owned or leased by the Institute. Smoking should not take place in areas where smoke is likely to enter a building, including entranceways, near open windows, and especially near air intakes. Anyone smoking close to an Institute building must step 20 feet away to keep smoke from drifting inside.

Anti-Harassment/Discrimination /Sexual Misconduct Policy

The Institute strictly prohibits conduct that constitutes unlawful discrimination and harassment, including sexual harassment and sexual misconduct, as well as related retaliation, as defined in [Middlebury's Anti-Harassment/Discrimination Policy](#). Except as otherwise specified in the policy or herein, Middlebury's Anti-Harassment/Discrimination Policy applies to Faculty and Staff employed by the Institute, students, and others who participate in the language programs and activities.

Alcohol and Other Drugs

The Institute is committed to promoting individual and community health, safety, and responsibility. We expect all students to observe all local, state, and federal laws governing the possession, use, and furnishing of alcoholic beverages and controlled substances, also referred to as illegal drugs. We have also committed to ensuring that, in accordance with the Drug Free Schools and Community Act of 1989, our policies concerning alcohol and drugs are clear, readily understood, and applied consistently and equally to all students. When alcohol violations occur, students

may face disciplinary action. Serious incidents that put a student or others at risk of harm, as well as repeated offenses, require a more vigorous response, including referral to counseling or a treatment facility and/or disciplinary outcomes as appropriate.

All SILP students, Faculty, Staff, and visitors are subject to local, state, and federal laws, as well as the [Institute's drug and alcohol policies](#), while on Middlebury Institute-owned or leased properties or involved with off-campus programs or activities sponsored by the Institute or a registered Institute organization. The Institute does not protect students from prosecution for drug or alcohol offenses under local, state, or federal laws.



Scope of Oversight

Students will be held accountable for policy violations that take place between the first day of orientation and the completion of the program. Students must adhere to all SILP policies during activities that take place on or near Institute premises, or in connection with an Institute-related event that occurs off campus. Any conduct at these events that violates the law or may represent a threat to the safety of the Institute community or its members, the pursuit of the program's objectives, and/or

the educational environment of others may be subject to disciplinary action as outlined in the [MIIS Disciplinary Process](#).

Prohibited Conduct

Any student found to have committed or to have attempted to commit any of the misconduct described in the Institute's Student Code of Conduct is subject to disciplinary sanctions. For the full text of all MIIS student policies, visit the [Student Policies page](#).

Emergency Withdrawal, Suspension or Dismissal

In addition to fostering the growth of its individual students, the Institute recognizes its obligation to promote the welfare of its community as a whole and to take appropriate action when that welfare is jeopardized. To that end, the Institute reserves the right, notwithstanding and apart from the disciplinary procedures described herein, on an emergency basis, to suspend, dismiss, or require to withdraw any student whose presence at any of its programs is determined by the appropriate authorities to pose a danger to the community or its members or to be unduly disruptive of the living and/or learning environment of others, or who appears to be unwilling or incapable of effectively and/or safely participating in academic programs. In cases of emergency suspension or required withdrawal, the conditions and procedures for readmission, if applicable, will be determined and communicated in writing to the student at the time of the student's departure or shortly thereafter.

X. Financial Information

Financial Aid

Please read the following information if you anticipate funding SILP with a scholarship or financial aid.

1. If you plan to fund tuition for SILP with a **scholarship**, whether from an outside organization or your home institution, please provide a copy of your scholarship award letter with your application. **This especially applies to incoming Institute students who have applied for the Summer Language Scholarships.**
2. If you plan to fund tuition for SILP with **financial aid**, such as government or private loans, please provide confirmation that you will be receiving these funds. Confirmation can consist of a Financial Aid award letter or a statement from the loan vendor.

If you complete the online SILP application, please scan and email (languages@miis.edu), fax ((831) 647-3534), or mail (address below) your award/financial aid letter to us.

Note: If you are **reliant** on receiving a scholarship or financial aid for SILP, please complete the necessary documentation **before** applying to SILP. Those receiving a scholarship or financial aid are still required to pay the \$50 application fee and \$200 tuition deposit.

If you have questions about Financial Aid availability and offers, please email the Office of Financial Aid (finaid@miis.edu) or call (831) 647-4119.

Davis Fellows for Peace

The late philanthropist Kathryn Wasserman Davis challenged us to "bring about a mindset of preparing for peace instead of preparing for war." In recognition of this challenge, we are honored to award up to 10 Davis Fellowships for Peace this coming summer, enabling students of Arabic, Chinese, French, Russian, and Spanish, at any level of study, to participate in Middlebury's Summer Intensive Language Program at Monterey.

The deadline to apply is February 15th. Students must have an open SILP application with us to apply. [Contact us](#) if you have not received a link to the secondary application or if you have any other application questions.



External Scholarships

The Institute's Office of Student Financial Planning maintains a list of external scholarships for students to access additional financial resources. These organizations may provide scholarships, fellowships, and grants. We recommend that you research the organizations on this list along with performing your own scholarship search to see if you are eligible to apply. All questions regarding eligibility should be directed toward the host organization providing the scholarship.

Veteran's Benefits

Veterans wishing to use their VA benefits to pay for SILP must be taking it for course credit towards a degree at the Institute or their home institution. *The VA will not pay for non-degree granting programs.* In addition, VA benefits can be used to cover the cost of SILP if the student is required to take SILP as a prerequisite to their admission to a degree-seeking program.

For further information about using veteran's benefits to fund SILP, please contact the Financial Aid office at finaid@miis.edu or (831) 647-4119.

Payment of Fees

Placement in the program is not guaranteed if payment is not made by June 1st. Applications submitted after April 15th, 2019 must include at least the deposit of \$200 at the time of acceptance.

There are several ways to pay your tuition:

- Pay online using the secure site "Enterprise." You will receive an email directly from Enterprise with instructions on how to set up an account to view your invoice. However, please note, there is a 2.5% service charge added to your bill if processed online. We therefore recommend one of the following options.
- Call the Cashier's Office Monday – Friday 9:00 am – 1:00 pm (PST) to pay over the phone. You will need your Institute ID number and a credit card.
- Send a check made out to Middlebury Institute of International Studies or MIIS. You must write your

student ID number on the check and mail to:

*Middlebury Institute of International Studies
Summer Intensive Language Program
460 Pierce Street
Monterey, CA 93940*

XI. Formal Complaints

If a student has a problem in one of their classes or a complaint, they are asked to speak with their Instructor first. If a student is not comfortable speaking to their Instructor, or if the problem is not related to a class, the student should email or make an appointment to talk to their Language Coordinator. Most problems can be resolved when a student makes an appointment with an Instructor or Staff member and they have a calm and honest discussion about the issue.

If the problem cannot be resolved through

the Language Coordinator, the student should start the formal complaint process by completing the Summer Intensive Language Program's Formal Complaint Form and giving it to the Associate Director.

The Associate Director will contact the student as soon as possible to set up a meeting with himself, the student, and the Assistant Dean for Language & Professional Programs. Together they will try to resolve the issue in a way that is satisfactory to the student without compromising the standards of specific courses or of the program.

All formal complaints must be put in writing using the official Summer Intensive Language Program's Formal Complaint Form. This form is available in hardcopy in the Language & Professional Programs' office or by printing the form on the following page.





Middlebury Institute of
International Studies at Monterey

Summer Intensive Language Program’s Formal Complaint

Date: _____ Full Name: _____

Please describe the complaint clearly, and include the following information:

- The decisions or actions by the Institute and/or the events that caused this complaint;
- The negative effect on you;
- The resolution that is requested—in other words, how you would like this complaint to be resolved;
- The names of the decision-makers and other people who know about this issue;
- What you have already done to try to resolve the complaint (for example, talking or meeting with your Instructor or the Language Coordinator).

You may attach a separate sheet of paper if necessary.

Please submit this form to the Associate Director. The Associate Director will contact you as soon as possible to arrange a meeting with the Assistant Dean of Language & Professional Programs.

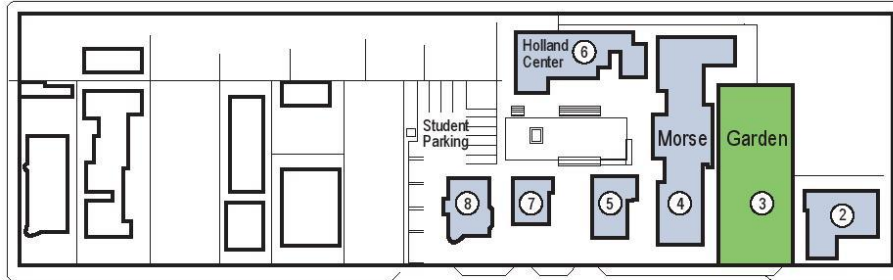
XII. Where do I go for...

Attendance Verification	Language & Professional Programs Office	(831) 647-4115
Academic Counseling and Career Resources	Center for Academic & Career Services (CACS)	(831) 647-4127
Computer Issues	ITS, Help Desk	(831) 647-6656
Copy Machines, Print cards	Library	(831) 647-4133
Counseling: Non-Academic and Personal Counseling Referrals	Office of Student Services	(831) 647-4128
E-mail Account Information	ITS, Help Desk	(831) 647-6656
Financial Aid and Scholarship Information	Student Financial Services	(831) 647-4119
Food and Beverages	Samson Student Center/Vending Machines	(831) 647-4122
Health Insurance Information and Assistance*	Office of Student Services	(831) 647-4128
Housing Assistance*	Office of Student Services	(831) 647-4128
Immigration Advising	Office of Student Services	(831) 647-4128
Lab and AV Needs	Media Services	(831) 647-4150
Lost and Found	Security Office	(831) 647-4153
Mail (Sending Only)	Office Services	(831) 647-4120
Medical and Dental Referrals	Office of Student Services	(831) 647-4128
Parking Permit	Security Office	(831) 647-4153
Tuition Payment	Cashier's Office	(831) 647-6434

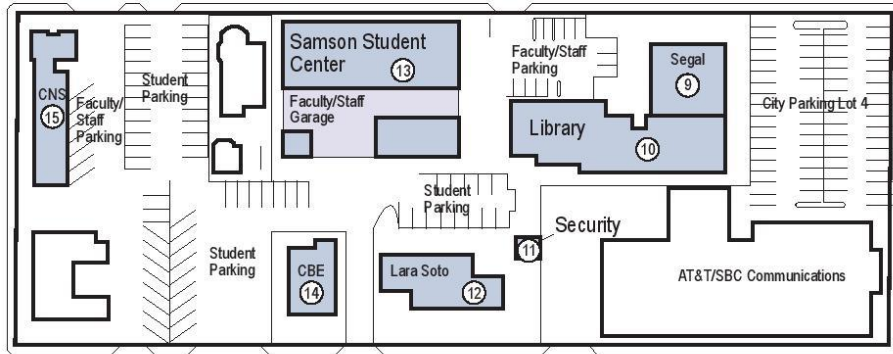
*If you are not an incoming Institute graduate student, please contact the Language & Professional Programs office at (831) 647-4115 or languages@miis.edu for resources and assistance.

XIII. Campus Map

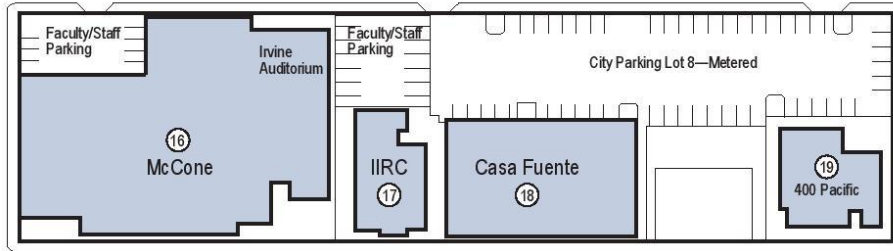
MIDDLEBURY INSTITUTE OF INTERNATIONAL STUDIES CAMPUS MAP



VAN BUREN STREET

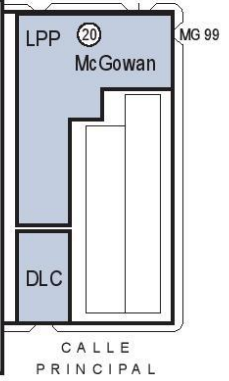


PIERCE STREET



PACIFIC STREET

- 1 RODERICK HOUSE, 530 West Franklin St.
Vice President's Residence
- 2 4-PLEX, 400 Van Buren St.
Guest apartments and long-term rentals
- 3 OUR GREEN THUMB COMMUNITY GARDEN,
424 Van Buren St.
- 4 MORSE BUILDING (MRSE), 426 Van Buren St.
Media Services, A & B Classrooms
- 5 STUDENT SERVICES, 440 Van Buren St.
Student Services, Housing, International Services
- 6 HOLLAND CENTER, 442½ Van Buren St.
Study Area, Courtyard
- 7 SIMONEAU HOUSE, 456 Van Buren St.
Classroom
- 8 KINNOULL HOUSE (KNLN), 462 Van Buren St.
C Classrooms, ESL
- 9 SEGAL BUILDING, 425 Van Buren St.
Vice President, Dean of Enroll, Career, & Student Svcs
- 10 WILLIAM TELL COLEMAN LIBRARY, 425 Van Buren St.
Library, Fletcher-Jones Career Center
- 11 SECURITY OFFICE, 460 Pierce St. (by Adobe)
- 12 LARA SOTO ADOBE, 460 Pierce St.,
Faculty & Staff Lounge
- 13 SAMSON STUDENT CENTER, 453 Van Buren St.
Dining, Media Room, Reading Room, Patio, Courtyard, Vending
- 14 CRAIG BUILDING (CRAG), 472 Pierce St.
Center for the Blue Economy, Classroom
- 15 CNS BUILDING (V499), 499 Van Buren St.
James Martin Center for Nonproliferation Studies, Classrooms
- 16 MCCONE BUILDING (MCCN), 499 Pierce St.
Irvine Auditorium, GSIPM, GSTILE, Boardroom,
Center for Advising & Career Services, Classrooms
- 17 IIRC BUILDING, 464 Pacific St. Classroom, SL3
- 18 CASA FUENTE (CFNT), 449 Pierce St. & 450 Pacific St.
Computer Labs, Records, Business Office, Financial Aid,
Human Resources, Office & Campus Services, Information
Technology, Classrooms, SL1 & SL2
- 19 400 PACIFIC (400 PAC), Classrooms, Admissions Office



CALLE PRINCIPAL

08/2018