

Middlebury *at Mills*



Language Schools Handbook
Summer 2012

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Welcome to Middlebury at Mills!



Dear Language Schools Student:

The Directors, faculty and staff welcome you to the 2012 session of Middlebury Language Schools. You are about to embark on a challenging summer experience, one that is recognized the world over for excellence in language teaching and learning. Our approach will provide you with an efficient, productive, and rewarding way to gain a strong foundation in one of our ten foreign languages or to move rapidly through the upper levels of language study.

A summer at Middlebury Language Schools is very demanding and requires a serious commitment on the part of the student. Teachers move through the material quickly: summer intensive courses are equivalent to an academic year of language instruction, and one day in a summer course is roughly equivalent to a week during a regular semester. For that reason students are required to attend all classes; to miss even a day of classes puts students at a serious disadvantage.

“Immersion” means that Middlebury Language students spend all waking hours “**in language**”: that is, they take their meals in our dining halls where they speak and hear the language they are studying; they speak the language with their roommates and classmates, friends, teachers, and administrators, at all times. Students sign the Middlebury Language Pledge® at the beginning of the session, and they are required to abide by it for the duration of the summer. This means that all students are expected to be in residence during the entire session: they are encouraged to remain on campus during the weekends in order to observe the Pledge, keep up with their assignments, and spend their recreational time—**in language**. The Pledge is a very serious commitment and violations can result in dismissal. The immersion experience makes language study in Middlebury programs more than just a way of picking up additional credits; a summer at the Middlebury College Language Schools means participating in a community of learners committed to living a language.

All of this is done in order to create the most intense immersion environment; that is the fundamental principle of the Middlebury Language Schools and the secret of our success. It will be the secret of yours, too.

Good luck!

Sincerely,

Michael E. Geisler

Vice President for Language Schools, Schools Abroad, and Graduate Programs

Mission Statement



Middlebury College Mission Statement

At Middlebury College we challenge students to participate fully in a vibrant and diverse academic community. The College's Vermont location offers an inspirational setting for learning and reflection, reinforcing our commitment to integrating environmental stewardship into both our curriculum and our practices on campus. Yet the College also reaches far beyond the Green Mountains, offering a rich array of undergraduate and graduate programs that connect our community to other places, countries, and cultures. We strive to engage students' capacity for rigorous analysis and independent thought within a wide range of disciplines and endeavors, and to cultivate the intellectual, creative, physical, ethical, and social qualities essential for leadership in a rapidly changing global community. Through the pursuit of knowledge unconstrained by national or disciplinary boundaries, students who come to Middlebury learn to engage the world.

Language Schools Mission Statement

In a global society, the summer residential programs provided by the Middlebury Language Schools are an important part of the nation's strategic language reserve. We educate undergraduate and graduate students from many disciplines and institutions all over the United States (and the world) who seek to improve their world languages and intercultural skills. We provide these students with consistent and dependable access to languages in an interactive, intensive-immersion environment. We also serve government employees and individuals from professional backgrounds. The Language Schools integrate excellent and innovative instruction in language with a curriculum that incorporates linguistics, literature, culture, and area studies, offering students opportunities to use the target language with native and near-native language professionals and with each other. The curriculum is supported by an extensive co-curricular program designed to reinforce classroom learning through a task-based approach. We are dedicated to the premise that without real competency in language there can be no true cultural understanding, and, that, to be truly effective, language speaking must provide meaningful access to other cultures.

Students, faculty, and staff are responsible for knowing and observing all regulations that may affect their status at Middlebury College Language Schools. For this reason, they are expected to acquaint themselves with the contents of this handbook, individual school bulletins, and all official school memos and notices. The main means of communication between the students and the school faculty and administration will be the Middlebury College Language School official e-mail network.

Because this handbook covers a range of topics and because it may occasionally be necessary to change the text, the statements contained herein are not meant to be and should not be considered contractual in nature. This handbook is a summary of Middlebury College policies relevant to the Language Schools and to the Mills College Campus. For other Middlebury College policies, please refer to the academic year handbook on the College Web site: www.middlebury.edu/about/handbook/ For Mills College residential, safety and other policies please refer to www.mills.edu/handbook.pdf. The Middlebury at Mills Language Schools will follow Mills campus policies and California laws.

2012 Calendar



June

13	Wednesday	8-week faculty arrive
15	Friday	8-week students arrive
16	Saturday	8-week placement tests
17	Sunday	8-week advising; registration; opening ceremonies
18	Monday	8-week classes begin
20	Wednesday	7-week faculty arrive
22	Friday	7-week students arrive
23	Saturday	7-week placement tests
24	Sunday	7-week advising; registration; opening ceremonies
25	Monday	7-week classes begin
26	Tuesday	8-week add/drop deadline (noon)
27	Wednesday	6-week faculty arrive
29	Friday	6-week students arrive

July

2	Monday	6-week classes begin; 7-week add/drop deadline (noon)
6	Friday	3-week students arrive
9	Monday	3-week classes begin
9	Monday	6-week add/drop deadline
11	Wednesday	Last day to drop a course without receiving a WD/F
29	Sunday	3-week classes end

August

10	Friday	6-, 7-, and 8-week classes end; grades due
11	Saturday	All students check out by 10:00 a.m.
12	Sunday	All faculty check out by noon

Middlebury College complies with applicable provisions of state and federal law which prohibit discrimination in employment, or in admission or access to its educational or extracurricular programs, activities, or facilities, on the basis of race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and expression, age, marital status, place of birth, service in the armed forces of the United States, or against qualified individuals with disabilities on the basis of disability. Questions relating to compliance during the summer session may be addressed to the Language Schools Operations Manager, Middlebury at Mills, P.O. Box 9972, Oakland, CA 94613.

Middlebury College endeavors to present an accurate overview of the programs, facilities, and fees of the Language Schools in this publication. However, Middlebury College reserves the right to alter any program, facilities, or fees described in this publication without notice or obligation. The Middlebury College Language Schools welcome students, faculty, and staff with many abilities and disabilities. Students with disabilities are supported by the Americans with Disabilities Act (ADA) Office which encourages inquiries from prospective applicants. Faculty and staff may contact the Human Resources Office. The ADA policy is available on the web at <http://www.middlebury.edu/studentlife/doc/ada/policy>.

The Language Pledge

The Language Pledge

The Language Pledge®, a formal commitment to speak the language of study as the only means of communication for the entire session, is required of all summer language students. The Language Pledge plays a major role in the success of the program, both as a symbol of commitment and as an essential part of the language learning process. Violation of the Language Pledge deprives both you and your fellow students of an important opportunity. The Language Pledge requires that you not speak, read, or hear English or other foreign languages at any time, even off campus. This means that you should have no contact with students or faculty of another School, even if you speak the language of that School. You will be given a verbal warning for the first violation and a written warning for the second violation. Subsequent violations will be considered grounds for expulsion. This Pledge has been a major key to the success of the Middlebury Language Schools for over 90 years. We are confident that you understand its importance and will adhere to it.

What is the Language Pledge?

All Language School students agree to abide by the Language Pledge, a formal commitment to speak, read, and write the language of study as the only means of communication for the entire summer session. It is the foundation of all of our intensive immersion programs. The Language Pledge originated at the Language Schools and the term is a registered trademark of Middlebury College..

What does the Language Pledge say?

“In signing this Language Pledge, I agree to use _____ as my only language of communication while attending the Middlebury Language Schools. I understand that failure to comply with this Pledge may result in my expulsion from the School without credit or refund.”

Why are students required to take the Pledge?

The Pledge helps students focus their energies on the acquisition of language skills and to internalize the patterns of communication and cultural perspective associated with the target language. The Language Pledge plays a major role in the success of the program, both as a symbol of commitment and as an essential part of the language learning process. It ensures that the vocabulary and structures gained in class are “put in motion” right away so they are acquired, used, and not forgotten.

Are beginning students, i.e., students who have never studied the language, required to take the Language Pledge?

Students who are beginning their study of a language take a modified and progressively more rigorous Pledge. Each School has built-in structures to enable beginners to succeed during those first several days. Each School also has a Bilingual Assistant who may speak to beginning students in English during this period. Also, all Language School Directors, the Vice President, and most faculty members are available for consultations in English.

When is the Language Pledge waived?

Students are not expected to speak in their language of study when they are faced with an emergency, when conversing with a member of the Middlebury College administration, when speaking with a health care professional, and on those occasions when it is absolutely necessary to use English or another language. Rules and practices regarding implementation of the Language Pledge vary slightly among the Schools. When in doubt, consult the Director, Coordinator or Bilingual of your School. Most important is adherence to the spirit of the Pledge and each student's sincere effort to use the target language as exclusively as possible during the session. Speaking English in the presence of other Language Schools students is a direct violation of the Pledge and must be avoided at all times.

The Language Pledge



May I call my parents, spouse, children, significant other, friends? Also, my parents want to visit me while I am here; may I go to dinner with them and speak English? We know that it is important

for students to maintain contact with their families and friends. We can't say how much is necessary for each person, so we ask that you keep contacts which are not in your School's language to the absolute minimum that you feel you need.

May I attend religious services?

Yes. Information on local places of worship may be found on the Mills Chapel Web site, www.mills.edu/campus_life/spiritual_religious/faith_communities.php.

When does the Pledge begin? Is it different for beginners?

The Pledge begins when you sign the Language Pledge here on campus. Some Schools will have you do this as you check in, others when you take the placement exam; the important thing is that once you have signed it, the Pledge is in effect. Special rules may apply to

beginners. Ask your School Coordinator when you check in what the policy is for your School.

May I leave campus on weekends, for example, to attend a friend's/family member's wedding, commencement, or a conference?

Yes, with the approval of your School's administration. We know that brief absences from campus are sometimes necessary.

However, they should be kept to a minimum, since weekend activities are an important part of the program.

Has anyone ever been expelled for a violation of the Language Pledge?

Yes.

I have a friend in another School, and once in a while we have a conversation in the language of their School, which I also speak. Is that a violation of the Pledge? After all, I am not speaking English.

Yes, it is a violation of the Language Pledge.

The use of any language other than your target language is a violation of the Pledge.

Chinese

Spanish

French

Arabic

The Language Pledge



May I read the newspaper or weekly magazines in languages other than the target language? May I listen to music in other languages?

Any use of a language other than the one being studied is a violation of the Pledge. Use of a language includes listening, reading, writing, as well as speaking. Please remember that the Pledge is NOT simply a rule against using English; it applies to ALL languages other than the one that you came here to study.

May I watch television?

Most Schools have televisions in common spaces with satellite programming in the respective language of study and you are welcome to watch these programs. Watching TV in any other language during the summer violates the Pledge.

I am a graduate student on a committee working on a project during the summer and we are

linked by e-mail. Am I breaking the Pledge if I write e-mails in English in order to complete this work?

We ask that you keep the spirit of the Pledge in mind. If such work is necessary and will not conflict with your course work and your participation as a member of your School's community, then it is acceptable to uphold your professional commitments. If the work would take up a significant amount of your discretionary time and attention, it would be better for you to consider attending the Language Schools in a future summer, when you will not be bound by such prior commitments. You should take the Language Pledge only when you are ready and able to make a good-faith effort to abide by it.

When does the Pledge end?

Usually, the Pledge ends when you leave campus at the end of the program. Ask your School's Director or Coordinator about the practice in your School.

French

Chinese

Spanish

Arabic

Travel



Before Leaving for Middlebury at Mills

Please send a digital, passport-style photo of yourself (head and shoulders only, no hats or sunglasses) to millsdigitalphotos@middlebury.edu before arrival. Photos will be used to create ID cards for access to dining and residence halls, among other campus privileges. Please send your photos in **.jpg format** by **May 30th** for the start of the 8-week program, **June 6th** for 3, 6 and 7-week programs.

Please plan to arrive on the date specified in the section on arrival. Because our dormitories are occupied by others until shortly before the opening of your session, early arrivals cannot be accommodated.

- Arrange for packages to arrive after you do. The College cannot accept them before the sessions begin.
- Student Mailing address:
Your Name
Your Language School Student
Middlebury at Mills
5000 MacArthur Blvd.
Oakland, CA 94613
- Leave valuable items at home. While theft is not common, it does occur.
- When planning what to bring, please consult the list below:

Items supplied in each room

Twin bed, standard mattress, desk, dresser, closet/wardrobe, overhead light, wireless internet connection, and telephone.

We recommend that students supply

Pillow, blanket, sheets, mattress pad, towels, hangers, reading lamp, small desk lamp and light bulbs, safe heavy extension cords with surge protection strips, shower caddy, alarm clock, flashlight, extra blanket or sleeping bag, rain gear, sports attire, warm coat and sweater, one nice outfit (optional), and other equipment, such as computers.

Prohibited in rooms and subject to confiscation

Appliances with exposed heating elements (i.e. portable heaters, toasters, hot plates), candles, incense, halogen lamps, air conditioners, microwaves, firearms, pets.

Smoking is prohibited in all buildings and within 30 feet of doorways, windows or airways.

Permitted

Electric blankets, small 24-inch ENERGY STAR refrigerators, irons with automatic shut-off mechanisms.

International Students

<http://www.middlebury.edu/international/iss/>

Non-U.S. Citizens/non-permanent residents enrolling in the Language Schools must be maintaining a nonimmigrant status that allows them to enroll in courses full-time. Do not enter the U.S. on a tourist visa (B-1 or B-2) or visa waiver, as these do not allow enrollment in our programs. Most international students attending the Language Schools do so in F-1 student status, sponsored either by Middlebury College or their academic-year home institution.

International Student & Scholar Services (ISSS) offers visa-related services and provides advice and support to Middlebury College's international student, faculty, and staff population. Students studying at the summer Language Schools on I-20s issued by Middlebury College must check-in with Middlebury at Mills administrative offices within the first week of classes to confirm that they have entered the U.S. in valid F-1 student status. During this check-in, travel and visa-related documents will be signed and copied (passport, F-1 visa, I-20 and I-94 card). ISSS will then be able to register the student in the U.S. government's Student and Exchange

Travel

Visitor Information System (SEVIS). Students who are enrolled as F-1 students at another institution are not required to check in, as long as they are in a degree program, were enrolled the previous spring term, and will continue studies in the fall term at their primary institution. For other scenarios, please contact ISSS immediately to ensure that you have an appropriate nonimmigrant status to be enrolled as a summer student.

If you need further information, please consult the Frequently Asked Questions (FAQ) section of our website dedicated to language school students. If you have specific questions, please contact International Student and Scholar Services. You may reach ISSS by e-mail at iss@middlebury.edu or by telephone at 802.443.5858.

Transportation to Middlebury at Mills

Air

The closest airports are Oakland International Airport, about 6 miles from Mills, and the San Francisco International Airport, about 26 miles from Mills. Viable ground transportation options to Mills from area airports are by airport shuttle bus, public transit, or taxi. If you need to rent a car in Oakland, the Oakland Airport Car Rental website lists phone numbers for major car rental companies in the area: www.oaklandairport.com/car_rentals.shtml. Also, rental car companies at the San Francisco International airport can be found at: www.flysfo.com/web/page/tofrom/rental-cars/

Automobile

Mills is located immediately off of Highway 580 in Oakland at the junction of 580 (MacArthur Freeway) and Highway 13 (Warren Freeway), approximately seven miles from the Bay Bridge. For detailed driving directions please visit www.mills.edu/directions, or call 510.430.3250 for recorded directions.

Taxi

Taxi service to Mills Campus is available at the Oakland and San Francisco airports. Rates are subject to change, but one can anticipate charges of \$60 or more.

From the San Francisco airport, it is also possible to take a direct BART (subway) train to Rockridge station in Oakland, and take a taxi from the taxi stand (~\$22).

Friendly Cab, East Bay

800.244.0400 or 510.536.3000

Yellow Cab Express, East Bay

510.644.1234

Yellow Cab, San Francisco

415.333.3333

Lower-cost shuttle bus services are available and can be used for transportation services between airports, hotels, and campus:

Bayporter Express

877.467.1800 or 415.467.1800

Super Shuttle

800.258.3826 or 415.558.8500

For more information about Taxi and Shuttle bus services from Oakland Airport: www.oaklandairport.com/shuttles.shtml

For more information about Taxi and Shuttle bus services from San Francisco Airport: www.flysfo.com/web/page/tofrom/transp-serv/dtd/

Public Transportation

You can take public transportation to a public bus stop (Macarthur and Richards Rd.) just outside Mills College from both the Oakland and San Francisco Airports. Use caution taking public transportation at night, as you would in any unfamiliar metropolitan area.

At the time of publication one way bus fares within Oakland cost \$2.10, with transfers an additional \$0.25. Transbay buses (buses into San

Travel

Francisco, such as the NL line that stops just outside of the Mills College gates) cost \$4.20 with no additional cost for transfers. Single rides can be purchased in cash from the bus driver.

Note: Numbered buses serve Oakland; Transbay buses are lettered, such as the NL, offering service from Mills to downtown San Francisco.

Clipper:

Clipper cards can be loaded with value and used on AC Transit buses (local and Transbay) SF Muni and BART systems, CalTrain and Golden Gate Transit (Ferry).

Where to buy: Cards can be purchased and value can be added at many locations, including:

Walgreens #1536

3434 High Street
Oakland, CA 94619
510.261.1984

To Get to Walgreens:

Walking—Turn right after walking out of the Mills College Front Gates. Walk under the highway overpass and stay on MacArthur Blvd

to the left. Turn left at High St. Walk under the highway overpass again. Walgreens will be on the left hand side.

By Bus—Catch the 57 bus right outside the Mills College Front Gates. Ride for one stop and get off at MacArthur & High St. Walk down High St., under the highway overpass. Walgreen's will be on the left.

Or

Order Clipper Cards Online (takes 5–10 business days): <https://www.clippercard.com/ClipperWeb/getTranslinkOrderCard.do>

Find Out More:

Visit the AC Transit website at www.actransit.org.

Visit www.511.org, which offers a trip planning feature. By typing in start and end destinations or landmarks, Transit.511.Org shows public transportation routes, fares and schedules.

For Mills College, use 5000 MacArthur Blvd, Oakland, 94613, as a start or end point.

Arrival

Arrival On Campus

Hotels/Motels in Oakland

The Bay Area is a popular vacation destination year-round; we recommend that you make reservations well in advance of your intended arrival dates. You may find the resources listed below helpful as you arrange for local accommodations.

The Oakland Chamber of Commerce:

510.874.4800
www.oaklandchamber.com

Oakland Convention and Visitors Bureau

www.oaklandcvb.com

City of Oakland Official Website:

www.oaklandnet.com

Visit California.com

www.visitcalifornia.com

Recommended Hotels in the Area

Comfort Inn & Suites

8452 Edes Avenue
Oakland, CA 94621
510.568.1500

Arrival

www.comfortinn.com

Located three miles from the **Oakland International Airport**, the Comfort Inn & Suites® hotel provides free airport transportation for its guests. Guests of this hotel enjoy features including free breakfast with hot waffles, free wireless high-speed internet access, free weekday newspaper, indoor hot tub and sauna, and an exercise room.

The Executive Inn & Suites

1755 Embarcadero

Oakland, CA 94606

510.536.6633 or 800.346.6331

www.executiveinnoakland.com

Located near Jack London Square on the Oakland Estuary, the Inn provides continental breakfast, swimming and spa facilities, free parking, and shuttle service to and from the Oakland International Airport. Restaurants are located close by.

Courtyard Oakland Downtown

988 Broadway

Oakland, CA 94607

510.625.8282 or 800.346.6331

www.marriott.com/hotels/travel/oakcd

Located between the Old Oakland Historic District and Chinatown, this hotel offers a residential environment, valet, heated swimming pool, whirlpool, exercise room, and easy access to shops, restaurants, and BART.

Homewood Suites by Hilton Oakland-Waterfront

1103 Embarcadero

Oakland, CA 94606

510.663.2700

www.homewoodsuites.com

Located on the Oakland Estuary and Marina off of Interstate 880. Every suite features a full equipped kitchen and complimentary hot breakfast.

The Washington Inn

495 Tenth Street

Oakland, CA 94607

510.452.1776

www.thewashingtoninn.com

A luxury boutique hotel located in the heart of Old Oakland across from the Oakland Convention Center near shopping, cinemas, restaurants, night spots, and BART. Continental breakfast is provided. Self parking is \$22 per night at the Oakland Convention Center garage.

The Claremont Resort and Spa

41 Tunnel Road

Berkeley, CA 94705

510.843.3000 or 800.551.7266

www.claremontresort.com

Historic, luxury hotel accommodations.

Waterfront Plaza Hotel

10 Washington Street

Oakland, CA 94607

510.836.3800

www.waterfrontplaza.com

Arrival Dates

The following dates have been designated as arrival days for the various summer sessions.

Eight-week session—Arabic, Japanese
Friday, June 15

Seven-week session—French, Spanish
Friday, June 22

Six-week session—Arabic
Friday, June 29

Three-week session—Japanese
Friday, July 6

It is vital that you arrive on time. If you have an unavoidable and significant time conflict, please write to the Coordinator of your School for permission to arrive late. There are charges for late placement tests, late registration, and late course changes (see Special Fees). **If you need to arrive in Oakland early, you must make arrangements to stay off-campus until your session begins.**

Arrival Procedures

The Language Schools will have an Arrival Center to accommodate students who arrive during peak daytime and early evening

Arrival

hours on the designated arrival days. The Arrival Center will be located at your school's dormitory. Security guards at the front entrance to Mills campus can direct you to the proper location upon your arrival.

The Arrival Center hours and dates are as follows: Friday, June 15 11:00 A.M.–8:00 P.M.; Friday, June 22 11:00 A.M.–8:00 P.M.; Graduate Students arriving on Friday, June 29th, please check in with Arabic School Coordinator Oliver Carling. Students attending the 3-week Japanese School should check in with Coordinator Wendy Butler.

Any student arriving after these times will be checked in by the Department of Public Safety. Please see more information below.

The following services are provided at the Arrival Center:

- key distribution
- Middlebury at Mills Card information.
Please send a digital, passport-style photo of yourself (head and shoulders only, no hats or sunglasses) to millsdigitalphotos@middlebury.edu in .jpg format before arrival.
- vehicle registration (you will need your license plate number and your license and registration)
- distribution of School arrival packets
- computing information
- Counseling Service information
- College Book Store information

Early Morning or Late Evening Arrivals

If you arrive after the Arrival Center closes for the day, check in with the Department of Public Safety. The Department of Public Safety has staff on duty 24 hours a day, and will greet you at the kiosk as you enter the campus. The general business phone number for Public Safety is 510.430.5555. If you pick up your keys from Public Safety, you will need to go to the HMDS office and your School office when

it next opens in order to complete check-in procedures with your School. If you have not provided a photo for your Middlebury at Mills ID, you will be provided with a generic access card to gain entry to your dormitory. The fine for the loss of one of these cards is \$25.

Lost Luggage

If your luggage has been lost during your flight, arrange with the airline to have bags delivered to Mills College, 5000 MacArthur Blvd., when they arrive. When the airline informs you that your baggage is on its way, please call Public Safety at 510.430.5555 (ext. 5555 from on-campus phones) to let them know your bags are coming. Be sure to mention which dorm you are in, so that Public Safety can direct the airline shuttle to the proper location on campus. Please make arrangements to meet the airport shuttle at your dorm to retrieve your bags.

Keys and ID Cards with Electronic Access

Dormitory room keys and ID cards for electronic access to buildings are issued at the Arrival Center or by Housing Management and Dining Services (HMDS) in Sage Hall, Room 138. Failure to return a key at the end of the session to HMDS incurs a non-refundable charge of \$100. ID cards do not need to be returned, but a \$20 replacement fee will be charged to re-issue cards during the session due to loss or damage.

Parking and Vehicle Registration

Students, faculty, and staff may bring cars to campus, but all cars must be registered with Public Safety, and summer parking regulations issued by Public Safety must be observed. Vehicle registration and driver's license are required when registering a vehicle.

Please note: Parking for students on campus is limited, and is located at the entrance of the campus in Richards Parking Lot.

Financial Information

Students assume full responsibility for payment of their bills by the due date. Without payment, you cannot register for courses or receive a Middlebury at Mills ID card.

Extra Course Fees

The tuition fees listed entitle you to enroll in three full courses at the graduate level (six-week session), or one level of the intensive language program (seven- or eight-week session). Students may sometimes be permitted to take an extra course by special permission of the Director of the School. If you receive permission to take an extra course for credit, you must pay the extra course fee of \$1,655 per unit. There is no fee adjustment for a student carrying less than a full load of studies.

Special Fees

- Late Payment: \$50
- Late Course Change: \$10
- Late Placement Test: \$25
- Replacement of ID: \$20
- Late Registration: \$25

Payment of Fees

Bills were mailed by April 15th. Payment in full is due June 1. Your check should be made payable to Middlebury College, in U.S. funds only. If a third party is paying your bill, please bring proof of their intent to pay with you to the welcome center. Payment by credit card may be made through a 3rd party payment provider. A convenience fee will be charged by the provider. To pay by credit card you may go to the Middlebury College Web page and pay at the e-cashier site under payment plans at Student Financial Services.

If you have any questions regarding payment of your bill, please call Student Financial Services at 802.443.5158.

Late Acceptances

If you were accepted between May 1 and June 1, payment in full is due by return mail upon receipt of your bill. If you were accepted after

June 1, you must pay the full amount due upon arrival on campus. You will be delayed at the Arrival Center if your account has not been paid in full.

Financial Aid

The Language Schools financial aid budget is limited and does run out. Funds are offered on a first-come, first-served basis. Your financial aid eligibility may be a combination of grant and loan, to be determined by Student Financial Services. A grant is direct assistance to you that does not have to be repaid. Your grant will be credited directly to your account once you have sent in all requested information and you have signed and returned the second copy of your Financial Aid Notification.

The loan portion is not mandatory, but if you do not borrow, you will be responsible for that part of your costs. Your Stafford loan eligibility will be determined after you have made a loan application and submitted your 2011–12 FAFSA. All aid is contingent on maintaining satisfactory progress in the course of study you are pursuing according to the regularly prescribed standards and practices of Middlebury College. International students and student in non-degree programs do not qualify for federal funding; however, alternative loans may be available for you. For more information, please visit <http://www.middlebury.edu/offices/support/sfs/loans>. International students should be aware that the portion of grand aid you receive that is applicable to room and board costs may be taxable according to IRS tax code. Contact Corinna Noelke, at 802.443.5742 for more information.

The exact types and amounts of loans will be determined after you have submitted your 2011–12 FAFSA and made a completed application. The amount that we indicate you can borrow is the maximum allowable, and may include required federal fees. We base your loan eligibility on your total cost of education, including travel and personal expenses. Think

Financial Information

carefully about the amount of loan that you want to borrow so that you do not borrow more than you actually need. Loan funds are drawn down electronically and will be credited directly to your account. If you are selected for Federal Verification, we will need to collect your 2011 Federal tax returns and W-2's. If you have any questions regarding your Stafford Loan eligibility, please contact Mary Brady, Loan Coordinator at (802)443-5665.

If your loan has not been processed and approved prior to the beginning of your program, you will be required to pay your bill in full. A refund will then be made when the loan funds are received. Additional instructions on settling your bill with loan proceeds will be included with your bill. Please note that a failing grade represents less than satisfactory academic progress, and may jeopardize your eligibility for federal loans, as well as being grounds for dismissal from the program.

Any amount of Middlebury grant, and/or Federal Stafford loan which exceeds your billed fees will be refunded to you after you have arrived on campus in the summer. If you are attending a program abroad, refunds will be sent to you within 10 days of the start of classes. The College is committed to delivering a refund to you on a timely basis; therefore, please remember to contact Alisa Cutter in Student Financial Services at 802.443.5997 or at cutter@middlebury.edu, as to the correct address to send your refund.

If you receive financial aid from an outside source, (e.g. your employer), it will first reduce or eliminate the “gap” between your need (as defined by Student Financial Services) and the percentage of that need that we were able to meet with Middlebury grant aid. Any amount of outside aid which exceeds your gap then reduces Middlebury grant aid dollar for dollar. If the gap has been filled with a loan, we will reduce that portion of the loan that filled the gap before we reduce Middlebury grant aid.

For example: Your program costs \$6,500; your family contribution is \$2,500, so therefore your need is \$4,000. Middlebury meets 60% of your need, or \$2,400, with grant funds; your “gap” between need and aid is \$1,600. You receive \$2,000 from an outside source. We first let it fill your \$1,600 gap, and then reduce your Middlebury grant aid by the remaining \$400. If your gap was filled by a loan, we would first reduce the loan by \$1,600, then reduce your Middlebury grant aid by \$400.

The Office of Student Financial Services is open from 8:15 A.M. to 5:00 P.M. EDT (5:15 A.M. to 2:00 P.M. PDT) Monday through Friday, to answer your questions regarding financial aid. The telephone number is 802.443.5158, and their e-mail address is studentfinancialservices@middlebury.edu.

Employment

Because of the intensive nature of the summer session, and because of the Language Pledge, Language School students may not operate concessions or accept employment.

Funds from Other Sources

If you are receiving funds from U.S. government agencies, foundations, or other educational institutions, these funds must be paid before registration, either through you or directly to Middlebury College. Outside support that is contingent upon your academic performance will not be accepted. If the supporting institution has not made payment in advance, you are required to pay your bill in full. A refund will then be made when the outside funds are received. Additional instructions on settling your bill with funds from other sources are included with your bill.

Veterans' Benefits

If you are attending the Language Schools under the Veterans Readjustment Benefits Act, you should fax or scan your certificate of eligibility to the Associate Registrar, Jennifer Feehan, Phone: 802.443.5917; Fax: 802.443.2036

Financial Information

e-mail: jfeehan@middlebury.edu, before the end of the first week of classes. If you have attended Middlebury College previously under this bill, you need only to activate your former certificate of eligibility. Veterans who receive other financial aid must inform Student Financial Services of Veterans benefits.

Fulbright Scholarships

Jeffrey Cason, Dean of International Programs, cason@middlebury.edu, 802.443.5745 is available to discuss general questions associated with the Fulbright Program. Undergraduates enrolled at Middlebury apply through the Middlebury Office of Student Fellowships and Scholarships; students enrolled in degree programs elsewhere should contact the Fulbright Program adviser at their home institution. Graduate students normally apply as “at large” candidates, though in some cases, DML students may apply through Middlebury. Full information and applications are available on-line at www.iie.org/fulbright. The on-campus deadline for submission of a Fulbright application for enrolled students entering their senior year at Middlebury College is in late September. Only U.S. citizens may apply, and applicants must have earned the BA degree by the beginning of a grant. Applications submitted during the current year are for study and/or research abroad during the subsequent academic year. As a result, Fulbright cannot fund foreign study during the academic year immediately following summer study at Middlebury. Fulbright Scholarships are not available for post-graduate study on U.S. sponsored programs and, therefore cannot be applied to an MA degree at a Middlebury School Abroad.

Withdrawals and Refunds

In order to withdraw from the Language Schools, you must complete and sign an official withdrawal form at your School office. Upon arriving at the Middlebury Language Schools, students who complete arrival procedures (i.e., check in with the Language Schools or the

Department of Public Safety, or have received their room key), but who then decide to leave before the end of the seventh day of enrollment for any reason will forfeit the \$250 non-refundable deposit.

There are no refunds if a student withdraws after the seventh day of the program. If a student is forced to withdraw after the seventh day of the program for a documented health or family emergency they should contact the Vice President of Language Schools, Schools Abroad, and Graduate Programs to discuss the possibility of a partial refund.

If a partial refund is granted, financial aid will be pro-rated based on the amount of time you were enrolled, according to both Middlebury and federal formulas. Any refund granted is remitted to the person who paid the charges. If a refund represents, in whole or in part, the proceeds of a student loan, remittance is made by the College first to the lender or holder of the loan. Students are given written notice of such disbursements made on their behalf.

Refund Schedule for Emergency Withdrawals after the Fifth Day of Classes

Cancellations before the start date of any program forfeit the \$250 non-refundable deposit only.

Eight-week Session:

Before end of 2nd week of classes:

40% of tuition and board

Before end of 3rd week of classes:

20% of tuition and board

After end of 3rd week of classes:

No refunds

Six- and Seven-week Sessions:

Before end of 2nd week of classes:

20% of tuition and board

After end of 2nd week of classes:

No refunds

Financial Information

Reapplication after Withdrawal

Both graduate and undergraduate students who wish to reapply after having withdrawn or been asked to withdraw for medical or psychological reasons should submit a letter from their physician or psychotherapist indicating that they are prepared to undertake an intensive program of study and noting what ongoing care may be necessary.

Tax Information

U.S. Citizens and Green Card Holders

Most funds you receive from the College for financial aid to cover tuition, living and school expenses are reportable by Middlebury College on an IRS form called Form 1098-T, Tuition Statement. This includes, but is not limited to additional financial aid you receive from outside sources and most funds you receive from departments at the College for travel, stipends, internships, fellowships, grants or awards. This tax form is mailed each January for the previous calendar year. The form will show tuition billed to you (Box 2) and any additional aid applied to your account (Box 5). Any financial aid that is greater than tuition is taxable income and must be reported as taxable income on your or your parent's tax return. If you received no aid or aid less than tuition, you may be able to claim an education tax credit. See this website for more information: http://www.middlebury.edu/offices/business/tax/tax_forms. Although some types of financial aid are not reportable to the IRS on your 1098-T such as financial aid for non-degree programs, aid personally received from outside sources and various departmental aid, they are considered as taxable income and will have to be reported on your tax return. You can find more information on what is or is not taxable under this link: http://www.middlebury.edu/offices/business/tax/payment_students.

Foreign Nationals

All foreign nationals are required to provide information such as visa, passport, address, etc. for tax filing purposes by filling out a form on a secure website. You will receive an e-mail with a link, username, and password for use

on the secure website called FNIS (Foreign National Information System) in advance of your program start date. It is your obligation to respond in a timely manner to this request. Based on the information provided, we will determine whether you are a non-resident alien or a resident alien for tax purposes. We do not share this information with immigration officials. We use this information to determine whether any financial aid received by you or tuition billed to you is reportable to the IRS. Once your tax status is determined, you will be asked to provide signed tax documents (usually a summary of the data you submitted and Form W-8BEN or Form W-9, and in some instances Form 8233). In addition, we generally need copies of the picture page of your passport, visa page of passport, both sides of I-94 and I-20 or DS-2019, etc. depending on your actual visa status. Resident aliens for tax purposes are treated like U.S. citizens and will receive Form 1098-T (see U.S. Citizens and Green Card Holders above). Most funds you receive from the College for financial aid to cover living and school expenses (basically aid greater than tuition), are reportable by Middlebury College on an IRS form 1042-S, Foreign Person's U.S. Source Income Subject to Withholding. This includes, but is not limited to, additional financial aid you receive from outside sources, most funds you receive from departments at the College for travel, stipends, internships, fellowships, grants or awards. This tax form is mailed each February for the previous calendar year. In addition, the College is required to withhold taxes. The tax for most visa types is 14% on the amount greater than tuition and on all other types of funding unless a tax treaty applies. The applicable tax is withheld directly from the aid received and forwarded to the IRS. The tax withholding is reported on your Form 1042-S. For more information on which countries have tax treaties and similar questions see <http://www.middlebury.edu/offices/business/tax/info>. If you continue to have questions, please contact the Tax Office, Corinna Noelke at taxmanager@middlebury.edu or 802.443.5742.

Residence Life and Personal Safety

As part of the educational experience at the Language Schools, you are required to live on campus in one of the dormitories assigned to your School. Only in very exceptional circumstances, and only with written permission in advance from the Director of the School or the Vice President, will a student be allowed to live off campus. Even if you obtain permission to live off campus, you are still required to take meals in the dining hall assigned to your School.

The “Middlebury Method” of 24/7 total immersion is based on residence seven days a week. Classes are held Monday through Friday, but you should come prepared to remain on campus and work several hours each day, including weekends, and to interact with other students outside of class as a vital part of the curriculum. If you absolutely must be away from the campus overnight, you are asked to consult the office of your School and to leave word with them so that you may be contacted in case of an emergency. **The College cannot provide housing for members of your family, nor may guests be housed on campus.** Since our carefully planned and integrated co-curricular program is an integral part of our total immersion approach, we encourage students to participate as fully as possible in the cultural activities that are planned by each School, and to make use of the athletic and cultural facilities on campus. Because of the brevity of the summer session and the importance of the Language Pledge, students should not expect to find the range of extracurricular organizations and support groups that might be available during the academic year.

Residence Hall Regulations

- The College does not accept responsibility for loss of money or other personal property or damage thereto which may occur in residence halls and elsewhere on campus.
- The room entry and exit must be clear.

Nothing may be hung from a sprinkler apparatus.

- In common spaces and suite lounges, nothing can be hung from the ceiling; furniture and decorations cannot block an exit.
- Nothing can be posted in an exit route (hallways, stairways, etc.).
- Any unauthorized air conditioners or material in violation of fire safety guidelines (candles, halogen lamps, microwave ovens, items blocking the means of egress, etc.) will be confiscated. Confiscated items will not be returned. Occupants must maintain clean and sanitary conditions in dormitory rooms, and must clear common space after personal use. Damages to common areas or hallways may be billed to the residents of the entire dormitory unless the individual(s) responsible can be identified.
- Tampering with fire safety equipment is forbidden, and carries a minimum \$50 fine and additional charges to repair or replace equipment. These charges will be borne collectively by the residence hall if the responsible individual(s) cannot be identified. When an individual is identified, the fine is \$200 plus the cost to repair or replace equipment, and the individual is subject to disciplinary action.
- Occupants must exit a building when a fire alarm sounds.
- Occupants have a right to privacy in their dormitory rooms. The Department of Public Safety and other College officials should enter a student's room only under certain circumstances: emergency entry, such as fire, fire alarm, fire drill, an immediate threat to life, a call for help, or what reasonably seems to be a dangerous situation; community service, such as to turn off an unattended alarm clock or radio; routine inspections, maintenance, and repair of College equipment, such as computer network or telephone equipment

Residence Life and Personal Safety



repair; or to remove an item in violation of College regulations.

- Please refrain from putting up posters in your housing accommodations. There is a very limited turnaround period between Middlebury at Mills' departure and the return of Mills students, and there will be no time to patch or paint damaged walls. Sticky poster gum or adhesive is also problematic as it is oily and discolors the paint.

Smoking Policy

California smoking laws prohibit smoking in public places, except for designated smoking areas. This includes all public areas of the College (classroom and office buildings, dining halls, lounges, lobbies, hallways, and restrooms). Smoking is also prohibited within 30 feet of any doorway, window or air intake of public buildings. **Smoking is prohibited in all residence halls.** Failure to observe this policy will be treated as a fire safety violation and subject to the same penalties.

Furnishings

Many Middlebury at Mills dorms are decorated with irreplaceable items of furniture, given as gifts to Mills College, or used in buildings for generations. You should not exchange furniture, remove dorm furnishings from your room, or move lounge or other furniture into your room. If you remove furniture from your room, or move lounge furniture into your room, you will be charged a fee for any missing item. Once a bill has been issued, the charges will not be removed, even if the missing item is subsequently returned to its proper place.

Housekeeping and Maintenance

Cleaning equipment is available in dorms, and students are responsible for keeping their rooms in order. The Housekeeping staff cleans and maintains common areas, such as kitchens, bathrooms, and lounges daily, Monday through

Friday. Items of personal use, such as coffee mugs, plates and utensils should be cleaned by the user and should never be left in common areas.

Charges are imposed for damage to rooms or furniture, for removal of furniture, and for rooms not left in neat condition at the end of the occupancy period. Fines will also be assessed for waste that is not properly sorted into garbage/recycling/compost.

Report all problems related to housekeeping and maintenance in your dormitory to your School office, for referral to the appropriate College department.

Bathrooms

Residents should expect to share communal bathrooms in the residence halls.

Bicycles

Bicycles should be kept in the bike locker rooms or racks provided for their storage, not in residence halls or other buildings, or chained to trash barrels or other standing structures. Bikes should not be chained to railings or block walkways. Bicycles removed from unauthorized places will likely incur fines. Any unclaimed bikes left on campus will be donated to Goodwill.

Middlebury at Mills students who wish to rent bicycles for the summer will receive a special discounted rate from Bay Area Bikes, 2424 Webster St, Oakland, CA 94612, 510.763.BIKE (2453), sales@bayareabikes.com.

Pets

Pets are strictly prohibited on campus. Daily fines and loss of residence privileges will result from pets being kept on campus.

Laundry Facilities

There are laundry rooms in each dorm on

Residence Life and Personal Safety

campus containing both washers and dryers. All machines are coin-operated. The cost per load is \$1.00 to wash and \$0.75 to dry. Bills can be exchanged for quarters at the cashier's office in Sage Hall. Laundry soap can be purchased in the bookstore; there are no laundry soap dispensers in laundry facilities.

If a machine is out of order in your dorm, please have someone in your school contact Coinmach, the company that services the machines, directly at 1.800.652.1322 or via their website, www.COINMACH.com. You will need to know the machine ID number and the name of the building in which the machine is located.

Security and Access to Student Residences

The majority of Middlebury at Mills residence halls and computing facilities are secured by the card access system. Students, faculty and staff will need to carry their access identification card with them at all times. Residence halls are not open to the public but may be accessed by members of the College community on official College business. Students, faculty and staff are issued keys to their rooms and should keep their doors and windows locked when going to sleep or when leaving the room. All students are issued an access identification card that allows them to gain access to buildings that have been designated as part of the Language Schools program, including dining areas and laundry facilities. The enhanced access system is monitored 24 hours a day and 7 days a week by the Department of Public Safety (DPS). The system will display alarms when a door is propped open, the components are tampered with, forced entry occurs, and if unauthorized person(s) attempt to gain access with an invalid access card. When an alarm is displayed at Public Safety, the telecommunicator will acknowledge the alarm and dispatch an officer to investigate. Public Safety Officers patrol campus regularly. Students, faculty and staff are encouraged to report all unauthorized persons

and suspicious activities to the DPS.

Escorts

Public Safety can provide escort service for personal safety on campus after dark. Call 510.430.5555 (x5555 from campus phones) to request assistance from an officer.

Personal Property

Middlebury at Mills does not maintain insurance for the personal property of faculty, staff and students. It is your responsibility to insure valuable property that you bring with you.

Emergencies

In situations perceived as serious medical emergencies, call 911 for police and paramedics. To make an emergency call from a cell phone you can also dial 510.777.3211.

Public Safety, at 510.430.5555 (x5555 from campus phones) can also call emergency medical responders to campus. After you have called an emergency number, call Public Safety so that they can direct emergency vehicles to the correct location on campus and provide immediate assistance. You can also go directly to the emergency room. Alameda Hospital is located about 5 miles from campus and Alta Bates Summit Emergency Room is located approximately 6 miles away. Persons with possible neck or spine injuries should never be moved. Always call an ambulance.

Use any campus phone to reach the Public Safety office at x5555. Public Safety will contact the fire department, police, etc., if required.

Be certain to let your School Director or Bilingual Assistant know immediately if you have left campus for emergency care so that they can promptly follow up and assist you.

Public Safety offices are located in the Chemistry, Physics, and Math building (CPM) Room 113. The office is open Monday–Friday from 9:30 A.M.–1:00 P.M., and 2:30 PM–5:30 P.M.

Residence Life and Personal Safety

Public Safety officers patrol the campus and monitor the front gate 24/7.

Emergency Phones

Blue emergency call boxes are located in Richard's Parking Lot (near the front gate), Post Road Parking Lot (below Reinhardt Hall), CPM parking lot (Seminary side), and at the Seminary Avenue Pedestrian gate. Blue emergency call phones connect directly to Public Safety.

Call boxes operate 24 hours a day. Public Safety may also be reached by dialing extension 5555 from any campus phone. Pay phone and cell phone users should call 510.430.5555.

Black phone boxes are located near the entrance of dorms and many classroom buildings, and tan phones are located inside buildings for dialing 911 for police, or x5555 for Public Safety. Black and tan building phones may also be used for non-emergency intra-campus calls by simply dialing the extension.

Mills College Department of Public Safety encourages you to report suspected crimes and emergencies as promptly and as accurately as possible. If you need to report a crime in progress or other emergency you should dial 510.430.5555 (x5555 from campus phones). Please be prepared to provide the dispatcher with your name, a description of the type of emergency and the location of the emergency. Please dial 911 or Oakland Police Department 510.777.3211 only in an emergency, which means you are in need of immediate police, fire, or medical response.

If you mistakenly dial 911, please do not hang up, since all calls are captured by the 911 system. Stay on the line and talk to the 911 dispatcher before you disconnect. In the event of a hang-up, emergency service personnel will attempt to call you back, or if there is no answer, will send someone to the location you called from.

To contact Mills College DPS directly, dial x5555 from any campus phone or 510.430.5555 from an off campus phone.

Local Law Enforcement Agencies

- **Oakland Police Department**
510.777.3333 (Non-emergency)
- **California State Police**
800.TELL.CHP (1.800.835.5247)

Public Safety officers are often the first responder for assistance in reports of fire, medical emergencies and criminal activity. Fire alarm and intrusion alarm signals are received at the telecommunications center through a computerized alarm processing system. Public Safety officers will be in direct contact with Oakland police in the event of any emergency.

Emergency Planning and Preparedness on Campus

Earthquake Preparedness

The key to living in a region prone to earthquakes is to first accept that they can and may occur. To realistically prepare for an earthquake it is important to adhere to the procedures listed below.

Study and living environments should be organized in a quake-safe manner. Most injuries during earthquakes are caused by falling objects. Heavy objects should be removed from shelves above beds or desks and be placed on lower shelves. Free-standing cabinets, bookcases, and other tall furniture should be secured to the wall. If these items cannot be secured, they should be placed where they are not likely to fall and cause injury. Desks, chairs, or beds should not be placed directly next to or under a window. If this is not possible, sit and sleep with heads away from windows. Plants and other free-swinging objects should be kept away from windows so they will not break the windowpane.

Residence Life and Personal Safety

Students should learn and practice quake-safe action for protection. At first indication of an earthquake, it is important to move to a safe area (either under sturdy furniture, an interior door frame, or braced in an interior corner), away from shelves and windows, and keep faces and heads covered for protection from broken glass and falling debris. Remember to Duck, Cover, Hold. **If inside**, students should not rush outside, as there may be hazard from falling debris. **If outdoors**, students should stay there. If possible, move to an open area away from buildings, trees, overhead power lines, brick walls, and falling objects. It is important to stay low to the ground and look for hazards that may require moving to a safer area.

If in a car, students should pull over and stop in a safe area away from trees, power lines, bridges, overpasses, and buildings. Stay inside the car. If live wires should fall across the car, remain still until help arrives. A car is usually well insulated and will usually provide protection against electricity.

All students and other community members should develop a personal emergency plan. Having a well-rehearsed emergency plan will increase personal safety in the event of an earthquake, provide necessary resources and training for handling the aftermath of an earthquake, and help to put family and friends at ease. A flashlight with extra batteries is recommended in the case of power outages.

Emergency Broadcast Notification Systems

Middlebury and Mills Colleges have

implemented emergency broadcast notification systems that will allow them to send out information to cell phones, e-mail accounts, and dorm extensions in a rapid and organized manner. You can only be reached through the emergency broadcast notification systems if you have provided your contact information. If you provide a cell phone number, it will be stored in our database as well as in the emergency notification system for use in the event of a pressing need to contact you quickly. It will not appear either in the printed directory or in the on-line directory. **If you own a cell phone, it is in your best interest to provide your number for this purpose. The Alertfind and ConnectEd emergency broadcast systems at Middlebury and Mills colleges will reach any user, anywhere, and at anytime via text-enabled devices or voice-enabled devices—phones, mobile phones, pagers, wireless devices, SMS, and e-mail accounts. The systems allow the College system managers to specify device-to-device escalation rules so message will be delivered and received quickly.**

How do I provide my cell phone?

Log on to BannerWeb (go to <http://go.middlebury.edu/bw> and enter your User ID and PIN number), and select the **Personal Information** tab. You'll find the option, **Update Cell Phone**. Provide your number there and you are finished. If you need to update this number at a later date, you can simply enter the new cell phone number.

Chinese
Arabic
Spanish
French

Keeping in Touch



Campus Telephone Services

Lucie Stern Room 32, 510.430.3265
telecom@mills.edu

We provide an active telephone and a voice mailbox, free of charge, in each dorm room.

We maintain the telephone network so you may:

- Place on-campus calls.
- Receive incoming calls.
- Place unlimited toll-free calls and calls to the local calling area.

Local calling area includes Oakland, Alameda and parts of Berkeley. Please note that not all (510) area code numbers are local. A second dial-tone after dialing a number indicates a long-distance number or toll charge, for which a calling card is needed. Calling cards are available for purchase at the Cashier's Office in Sage Hall or the Bookstore in Rothwell Center.

Instructional cards for setting up voicemail and using the Mills phone system will be provided in each dorm room.

If you have any questions or problems with your telephone line or voicemail please call x3265 or e-mail telecom@mills.edu.

Fax Services

A fax machine is located in the Mail and Copy Center, Rothwell Center. Mail and Copy Staff will send a fax for a small fee.

Mailing Services and Check Cashing

Incoming Mail

Your address during the session will be:

Your Name

[Your Language] School Student

Middlebury at Mills

5000 MacArthur Blvd.

Oakland, CA 94613-0972

Due to the short term of the Middlebury at Mills session, it is recommended that you notify individual senders of your temporary address, rather than forwarding all of your mail through the United States Postal Service. Middlebury at Mills students will pick up mail at the Mail & Copy Center (MCC), located in Rothwell Center. Please bring the consent form contained in your arrival packet to the MCC as soon as possible. Students must check in at the MCC if they are expecting letters or packages. A photo ID is required for all mail and package pick-up.

The Mail and Copy Center hours are:

9:00 A.M.-4:30 P.M.

Please note: The College cannot accept packages that arrive before the beginning of the session. After the end of the session, first-class letters will be forwarded for one month. Magazines, newspapers, and catalogs will be recycled. Packages delivered after the end of the session will be returned to the sender.

Outgoing Mail

There is a US Mailbox located in Rothwell Center, next to the Tea Shop and Bookstore.

If you require postage, visit the The Mail and Copy Center in Rothwell Center. The Mail and Copy center is also a shipping point for United Parcel Service and Fedex.

Check Cashing

You may cash traveler's checks for up to \$50 at the Cashier's Office (in Sage Hall). During the summer, the Cashier's Office is generally open from 9:30 a.m. to 1:00 p.m. They will not cash personal checks, accounts payable or payroll checks.

Keeping in Touch

Banking in Oakland

Banks closest to Mills Campus are:

Bank of the West

3062 East 9th Street
Oakland, CA 94601
510.434.5250

A Bank of the West ATM machine is located in Rothwell Center.

Bank of America

4054 Macarthur Blvd
Oakland, CA 94619
510.649.6600

Washington Mutual

3438 Fruitvale Ave
Oakland, CA 94602
510.482.7303

There is a Wells Fargo ATM nearby at
3711 MacArthur
Oakland, CA 94619
800.869.3557

Because it may be impractical to open a checking account for a short stay at Middlebury at Mills, we recommend that you rely on travelers’ checks or an ATM card issued by your home bank in order to obtain necessary cash.

Automated Teller Machine

There is an ATM located in the Rothwell Center buildings, in Suzanne Adams Plaza, next to the entrance to the Tea Shop.

Dining

Dining

Everyone, including those who have been given special permission to live off campus, is required to eat in the dining hall. All meals will be taken in Founders Dining Hall. Each School is assigned specific dining times for lunch and dinner Monday through Friday. Please eat only in your school’s assigned dining section at your school’s assigned time, and leave the dining room promptly at the end of your scheduled time in order to avoid infringing on the time of other Schools and College staff.

To provide greater flexibility on Saturday and Sunday, Founders will remain open from 8:00 a.m. to 1:00 p.m. **All students, faculty, faculty dependents, and summer staff must present Middlebury at Mills Cards at the dining rooms at each meal.** Please return your dishes to the dish return area after you have completed your meal. You are welcome to eat and drink as much as you

would like within the dining rooms. When leaving, you are welcome to take a piece of fruit, the dessert you are eating or the coffee you are drinking in your own travel mug. All other food and beverage items are to be consumed only in the dining rooms. You should be aware that a \$35.00 fine will be imposed on those abusing this privilege. Shirts and shoes are required in all dining areas. Smoking is not permitted inside the dining rooms or on the adjacent terraces. If you have special dietary needs, please make sure to fill out the special dietary needs form on the pre-arrival section of the website, and speak with the Dining Hall Chef after your arrival.

First Meals

The first meal for students is dinner on the day of arrival. If you arrive earlier in the day, you may purchase lunch at Café Suzie, located in Rothwell Center.

Dining



Final Meals

The last regularly scheduled school meal is lunch on Friday, August 10th, the last day of classes. A dinner for all remaining students and faculty will be served from 5:00 p.m. to 7:00 p.m. in Founders Dining Hall. The final meal for all students is brunch on Saturday, August 11th from 8:00 A.M.–1:00 P.M. in Founders.

Guest Meals

Guests who speak the language of the School may join the School for meals in the dining hall with the permission of the Director or Associate Director. Meal Charges for Guests: Breakfast \$6.30; Lunch \$8.00; Dinner \$10.40.

Breakfast and Weekend Brunch Schedule (June 16–August 11)

All Schools eat Breakfast from 7:00–9:00 A.M. in Founders Dining Hall, Monday through Friday. Weekend Brunch will be served in the same location from 8:00 A.M. until 1:00 P.M.

Lunch and Dinner

Japanese School—West Section

Lunch 12:00–1:00 P.M.
Dinner 6:00 to 7:00 P.M.

French School—Downstairs Section

Lunch 12:10–1:10 P.M.
Dinner 6:10–7:10 P.M.

Spanish School—North Section

Lunch 12:20–1:20 P.M.
Dinner 6:20–7:20 P.M.

Arabic School

Lunch 1:30–2:30 P.M.
Dinner 7:30–8:30 P.M.

Other Dining Options

Café Suzie is located in Rothwell Center. Because Rothwell Center is frequented by people from all Schools, other summer programs, and faculty and staff of the College, it is imperative that the Language Pledge be strictly observed, except for necessary contact with Dining Service personnel. Café Suzie’s hours for the summer will be included in your arrival packet.

Meals at Café Suzie are not covered under the Middlebury Meal Plan. Café Suzie does accept cash, credit/debit cards, and points, which you may purchase from the HMDS office in Sage Hall and load onto your Middlebury at Mills ID card.

Arabic

French

Spanish

Chinese

Academic Matters

Attendance

Participation in all classes is mandatory and an integral part of the academic program. Normally students are not permitted to miss more than three days of class. Missing more than three days will likely result in removal from the program and failing grades. No reimbursement will be given in such cases.

Placement Tests

Test results, rather than length of previous study, determine placement in courses. Please keep in mind that by applying to one of the Language Schools, you have indicated your willingness to accept placement determined by your School on the basis of placement tests. Check your School's arrival information for times and locations of placement tests. Your School will also provide you with information about the time and place for advising and course selection.

Registration

Language School students do not register for courses online. Once you have selected courses with your advisor, the information will be sent directly to the Registrar's Office. Your courses will be available for viewing on BannerWeb on the first day of class. Please see the Coordinator of your School if you see an error on your schedule.

Add/Drop Procedures

Add/drop cards are available in your School's office. You must obtain the signatures of each instructor and the Director or Associate Director of the School. Deadlines are indicated below. There is a \$10 late fee for course changes after the deadline. No new courses may be added after the add/drop deadline. Courses dropped before the add/drop deadline do not appear on your transcript. If you drop a course after the add/drop deadline, but on or before July 11, you will receive a grade of WD. If you drop a course after July 11, you will receive a grade of WD/F. Notifying your instructor

of non-attendance does not constitute official withdrawal from a course.

Add/Drop Deadlines

8-week session: Tuesday, June 26

7-week session: Monday, July 2

6-week session: Monday, July 9

Last date to drop without grade penalty for any School is Wednesday, July 11.

Transferring from One School to Another

Admission is to an individual School. It is rarely possible, and never after the first week of classes, for a student to transfer from one Language School to another. The permission of the Directors of both Schools and the Vice President for Language Schools, Schools Abroad, and Graduate Programs is required.

Curriculum

In the intensive language curriculum (3100–3499), you may enroll in courses in one language only, and should normally enroll in courses at one level only. **NOTE: The first digit of the course number does NOT indicate level.** At the graduate level, Middlebury offers the Master of Arts and the Doctor of Modern Languages degrees. The graduate curriculum in Arabic, Chinese, French, German, Italian, Russian, and Spanish (courses numbered 6501–6999) is made up of courses in language analysis, literature, the social sciences, history, art and music history, and foreign language pedagogy.

A normal load is three courses to be selected in consultation with the Director or Associate Director. First-year graduate students are placed in courses most appropriate to their linguistic proficiency, as determined by the results of placement tests taken prior to registration. Some students may be required to take one or more lower-level courses for undergraduate credit before beginning a full load of graduate work.

Academic Matters



MA Candidacy through Middlebury, Vermont Campus

Please see Middlebury website http://www.middlebury.edu/ls/grad_programs/

The Master of Arts degree in Arabic, Chinese, French, German, Italian, Mediterranean Studies, Russian, or Spanish requires twelve units in the areas of language, literature, and civilization. Receipt of the BA degree or the equivalent from an regionally accredited institution is a prerequisite for admission to the MA program. Students are notified by letter of their formal acceptance into the MA program after successfully completing three graduate-level courses during their first summer of study on the Vermont campus. They may then complete the MA at a Middlebury School Abroad or by attending subsequent summer sessions in Vermont. Students in the Arabic or Chinese MA program may complete the program in four summers on the Vermont campus or one summer and one academic year at the Monterey Institute for International Studies and a final summer on the Vermont campus.

A highly-qualified undergraduate student may accumulate, before receipt of the BA degree or equivalent, a maximum of six graduate units at the Language Schools to be applied toward the Middlebury MA degree. Such units will not count toward both degrees. A failing grade represents unsatisfactory progress. It may jeopardize a student's eligibility for federal loans, and may be grounds for dismissal from the program.

Transfer courses may not be used to make up failures (see *Transfer Credits*). All failed courses must be made up at a summer session in Vermont. An MA candidate who withdraws from a School Abroad may complete the degree only through further study on the Vermont campus. Special permission must be granted to complete the degree at a School Abroad.

Credits and Course Load

All credit awarded by the Language Schools is defined in terms of units. One unit equals three semester hours of credit. Students enrolled in the eight-week session of the Arabic and Japanese Schools normally earn four units of credit. Students enrolled in the seven-week session of the French and Spanish Schools normally earn three units of credit. Students enrolled in the six-week session of the Arabic School normally earn three units of credit. Graduate students are not permitted to repeat a course for which they have received a passing grade and earned credit.

For transfer purposes, the student's home institution determines how many credits, graduate or undergraduate, are granted for a summer's work. Students should consult their home campus advisers.

All students must pay the full tuition even if they are carrying less than the full load of courses. We advise against taking more than the normal load. Permission to take a fourth course must be obtained from the Director or Associate Director of the School, and is given only in rare exceptions, and only to graduate students who have studied previously at the School. Students are billed for extra courses after the beginning of the session (see *Extra Course Fees*). Payment in full is due upon receipt of the bill.

A degree must be earned within a ten-year period. All units of credit expire after ten years, whether earned at Middlebury College or transferred from another institution. Thus, credit earned at the 2012 session will expire after the end of the 2022 session. The validity of a degree, which certifies a level of achievement, does not expire.

Independent Study Courses

Students may not earn academic credit for independent study courses conducted outside of the summer term (with the

Academic Matters



exception of courses taught at a C.V. Starr-Middlebury School Abroad).

Transfer Credits

After formal admission to the program, candidates for the MA and DML degrees may request permission from the Coordinator of their School to transfer from another institution a maximum of the equivalent of one full-time summer of study at Middlebury (three units). Final approval will come from the Registrar's Office. For courses taken at institutions on the quarter system, as well as institutions whose courses do not carry credit equaling three semester hours, the Middlebury College Language Schools grant (a) one unit of credit for two quarter courses or (b) two units of credit for three quarter courses. Please submit in writing which option you intend to follow.

Only courses taken after successful completion of the initial summer and formal admission to degree candidacy can be transferred. Courses taken at other institutions before the first summer of study may not be transferred toward a Middlebury degree, and transferred courses may not be used toward any other degree. Written approval of a course's transferability should be obtained from Middlebury before registering for the course. Middlebury College courses transferred from one degree program are not eligible for another Middlebury College degree.

Courses for transfer must be graduate-level and taken at an regionally accredited institution that offers an MA in either the language of study or a related discipline. We do not accept certificate courses, asynchronous online courses, independent study, correspondence courses, courses taught fully or partially in English* or courses from extension or continuing education programs. For specific Schools' policies on transfer credits from MAT or M.Ed. programs, please consult with the School Director.

* *With the exception of the Middlebury-Monterey option of the Chinese MA degree.*

The courses must be taught in the foreign language in the areas of language analysis and linguistics, culture and civilization, literature, or professional preparation, and must not duplicate courses already taken for degree credit. All units counted toward a degree must be taken on a graded, not a pass/fail or credit/no credit, basis. No grade below a B- may be applied toward a Middlebury MA degree. No grade below B+ may be applied toward a DML degree. Courses may not be transferred to make up for courses failed at a Middlebury summer session or at a School Abroad. Students with failing grades forfeit as many possibilities of transfer credit as they have failing grades.

Auditing

Auditors are normally not allowed in intensive language courses. With the permission of the Director of the School and the instructor, and if space permits, regularly enrolled full-time students may audit additional courses at the graduate level in the same school without charge. In rare cases, regularly enrolled students may change their status to that of auditor with the permission of the Director of the School, but never after the third week of the session. Any student who is granted special permission to change their registration status from full-time registered to auditor will no longer be eligible for any grants or Federal loans. Auditors may not change their status to that of regularly enrolled students without permission of the Director of the school, and never after the first week of the session.

Auditing privileges are occasionally granted to individuals not enrolled in one of the Language Schools, with the permission of the Director of the School. Final decisions on the acceptance of auditors are not made until after the completion of formal registration of full-time students. On-campus housing cannot be guaranteed to auditors. Auditors are subject to the Language Pledge and they may take advantage of the co-curricular cultural program of the School, but they may not take an active part in classroom

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activities or expect out-of-the classroom attention from teachers. (Should we include this? JF)

Audited courses are not recorded on the Middlebury transcript for the Summer Language Schools or the C.V. Starr-Middlebury College Schools Abroad.

Auditors should check with School offices about the availability of on-campus housing. After receiving permission to audit from the Director of the School, auditors should contact the Language Schools Budget Coordinator for payment of fees. The auditing costs per week are: tuition---\$ room and board---\$.

Grades

The following grades are used: A, A-, B+, B, B-, C+, C, C-, D, and F. No grade below a B- may be applied to a Middlebury MA degree or below B+ to the DML degree. **An A+ grade is available only at the graduate level and represents exceptional level of achievement.**

Courses dropped after the end of the add/drop deadlines but on or before July 11 are entered on student transcripts as WD with no grade. A grade of WDF is recorded for courses dropped after July 11. Requests for a grade of WDP (Withdrawal/Pass) will be granted only in cases of documented and unforeseeable medical or family emergencies. Pass/Fail grades and notations of “no credit” or “auditor” are not available.

A change in grade will only be allowed in a case of clerical error or for the reason of fairness to the student. Students who wish to appeal a course grade should consult with the instructor of the course and the Director of the School. The student must write a letter stating the reasons for the appeal and should include copies of all relevant supporting materials. A change of grade form must be completed by the instructor of the course and

the Director. Subsequent appeal may be made to the Vice President whose decision is final.

Appeal must be made during the six months following receipt of the grade.

NOTE: GPA is calculated for all students attending Middlebury College. The course numbering system will be as follows: undergraduate courses 3100–3499; graduate courses 6100–6999.

For Middlebury College Undergraduates

As with other Middlebury College coursework, the following circumstances will result in coursework, grades, and GPA being posted to the undergraduate transcript:

- A student taking summer Language School undergraduate-level courses.
- A student taking summer Language School or Bread Loaf School of English courses at the graduate-level who wishes to apply them to their undergraduate BA degree.

NOTE: Middlebury Undergraduates planning to use summer graduate-level course work toward the undergraduate degree must let the Registrar’s Office know by the end of the summer session. The Registrar’s Office does not solicit students regarding their intentions. Middlebury undergraduates may count graduate work at the summer Language Schools and the Bread Loaf School of English toward their Middlebury BA degree, but are not able to reuse the course work toward a subsequent Middlebury College graduate degree. No changes will be made once the course(s) has been recorded as undergraduate credit.

Graduate work that a student does not want/need applied to the undergraduate BA degree will remain with the **GR attribute** and will show only on the graduate-level page of the transcript. In such a case, GPA would be calculated at the graduate level and

Academic Matters

this becomes part of your overall Middlebury record.

Post BA: Courses taken and grades earned at a Language School at the undergraduate level after the Middlebury BA has been awarded will not be included in the BA GPA.

Incompletes

Incompletes are seldom given in the summer session, and must have the approval of the Director or Associate Director of the School. There must be a clear written understanding between the faculty member and the student as to the conditions under which the incomplete grade is to be completed.

To petition for an incomplete grade, you must fill out an Incomplete Request Form available from the Director of your School. Both the instructor and the Director or Associate Director must sign the form. A grade of “incomplete” that has not been completed within three months of the end of the session automatically becomes a failure (F). It is the responsibility of the student to make sure that this deadline is respected. **Reminders will not be sent by the Registrar.**

Grade Reports

Final grades will be available online (BannerWeb) approximately two weeks after the end of the session. Students will be notified via e-mail when final grades are available. Grades are never released over the phone. Students will need their student ID number to access grades via Banner Web. Instructions for accessing grades will be included in the “student arrival packet” at the Arrival Center, and are also available on the Registrar’s Office Web site: <http://www.middlebury.edu/offices/academic/records/bannerweb/grades>.

Student Records

In accordance with FERPA (Family Educational Rights and Privacy Act of 1974—students or former students of Middlebury

College have the right to inspect all educational records placed in their files after January, 1975.

NOTE: For additional information please see the Middlebury College Web site: http://www.middlebury.edu/about/handbook/academics/student_records_FERPA or contact the Registrar’s Office.

The Language Schools maintain several types of student records:

- Summer directory information—student’s name, campus address, and home address. Distribution is limited to the individual School. If you do not want to have your name appear in this directory you should so indicate on the student address form provided at the Arrival Center.
- Academic records—a transcript for each student is kept in the Middlebury College Registrar’s Office. The transcript contains grades and related academic information, as well as notations of graduation, withdrawal, and degrees received.
- The administrators of the Schools keep, in the School offices, applications, correspondence, brief memoranda of conferences with students, and evaluations of students’ work by instructors, when they judge that such information may be useful or necessary in giving continuing counsel.
- Students should consider very carefully the consequences of any decision to withhold directory information. Should you decide to inform the College not to release directory information, any future requests for such information from persons or organizations outside Middlebury College will be refused. Regardless of the effect upon the student, the College assumes no liability for honoring instructions that such information be withheld.
- Requests for non-disclosure must be submitted in writing to the Middlebury Registrar’s Office. Forms for making such requests may be obtained. A new request

Academic Matters



form for non-disclosure must be filed at the beginning of each summer term or academic year abroad.

- For purposes of legitimate interviews and letters of recommendation, students may authorize the use of educational academic records (information on the transcript) and the Schools' non-academic records. If students authorize the use of academic records for legitimate inquiry, e.g., security clearance or job references, the Registrar may also indicate to inquirers the names of administrators and instructors who might act as further references. Other inquiries will not be filled without the specific written permission in each case from the student.

Students may inspect and review their education records upon request to the appropriate record custodian (Registrar's Office) within 45 days from the receipt of the request. Middlebury College reserves the right to refuse to permit a student to inspect those records excluded from the FERPA definition of "education record."

Students may challenge the contents of their educational records. If School officials receiving the challenge issue a response that is unsatisfactory to the student, a formal hearing may be held. Requests for changes in a student's educational record should be made *in writing* to the Language Schools Associate Registrar, Jen Feehan.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failure by Middlebury College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-5920

Transcripts from other institutions and letters of recommendation used in support of application

to Middlebury College cannot be released to another institution or to an employer. Letters of recommendation written in support of a student's application may be used for no other purpose, nor can they be returned. Additional information about student records is available from the Registrar's Office.

Transcripts

Official transcripts must be requested in writing by the individual student from the Registrar's Office, Forest Hall, Middlebury College, Middlebury, VT 05753. Request forms are available on the Web at <http://www.middlebury.edu/offices/academic/records/transcripts>. A fee of \$5.00 is charged for each official transcript. No transcripts are issued to or for students who are financially indebted to the College until satisfactory arrangements have been made with the Bursar's Office, Middlebury College, (802) 443-5682.

Evaluation

You will be asked to complete forms 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. You will also be asked to complete a general survey designed to help us improve our overall programs and facilities. We appreciate your cooperation in completing these questionnaires.

Survey Policy

All surveys or questionnaires, of any kind, involving faculty, students, or staff, will have to be registered in advance with the office of the Vice President for the Language Schools. The VP's office will contact the Director of the School (or Schools) involved for their permission. No surveys may be conducted without permission from both the VP and the Director(s) of the School(s). Each proposed survey needs to state in clear and unequivocal terms that participation by faculty or students is entirely voluntary and in no way related to course requirements or grades. If students are

Academic Matters

involved, the survey must also be approved by the Institutional Review Board.

Honor System

The Language Schools believe that students must assume responsibility for their own integrity in all assigned academic work. Accordingly, any aid received on work must be acknowledged. Work submitted in language courses must be your own. For other written work you may consult friends or native speakers about a limited number of specific problems, but your work may not be corrected or rewritten by others. Exceptions to this rule must be made explicitly by the teacher and/or Director, and must apply to all students. You are strongly encouraged to ascertain the format in which faculty expect and will accept quotation from secondary sources.

Plagiarism

As an academic community devoted to the life of the mind, Middlebury College requires of every student complete intellectual honesty in the preparation of all assigned academic work. Plagiarism is a violation of intellectual honesty. Plagiarism is passing off another person's work as one's own. It is taking and presenting as one's own the ideas, research, writings, creations, or inventions of another. It makes no difference whether the source is a student or a professional in some field. For example, in written work, whenever as much as a sentence or a key phrase is taken from the work of another without specific citation, the issue of plagiarism arises. Paraphrasing is the close restatement

of another's ideas using approximately the language of the original. Paraphrasing without acknowledgment of authorship is also plagiarism and is as serious a violation as unacknowledged quotation.

The individual student is responsible for ensuring that his or her work does not involve plagiarism. Ignorance of the nature of plagiarism or of College rules may not be offered as a mitigating circumstance. Graded assignments should be the work of the individual student, unless otherwise directed by the instructor. At the beginning of the session, instructors should discuss with their students the faculty's policies concerning plagiarism as they relate to a particular course. It is the student's responsibility to seek clarification about such matters as paraphrasing lecture notes, giving proper citations and footnotes, and proper recognition of joint work. A paper submitted to meet the requirements of a particular course is assumed to be work completed for that course; the same paper, or substantially similar papers, may not be used to meet the requirements of two different courses, in the same or different terms, without the prior consent of each faculty member involved.

Students incorporating similar material in more than one paper are required to confirm each professor's expectations in advance. Students who have uncertainties and questions on these matters should consult with the course instructor for whom they are preparing work.

Arabic
Spanish French

College Services and Facilities



Library

Middlebury language materials will be housed in the F.W. Olin Library. The Mills library also has French and Spanish collections, which students in the French and Spanish schools may use. Mills and Middlebury language materials are housed in different sections, using different call number systems. You can locate all materials using the Mills Library catalog <http://library.mills.edu>. For further information and online access see the Middlebury at Mills portal.

The Middlebury College on-line catalog, called MIDCAT, provides information on materials in the Middlebury Library's electronic and physical collections. The catalog can be consulted from anywhere there is Internet access. You can access MIDCAT through the portal, from the Middlebury College home page: choose "Academics," then choose "Library," a quick search box appears in the center of the Library page. Search using Summon—which searches both the library catalog and the majority of our databases in a single search, or click on the MIDCAT tab and search just the library catalog.

Electronic subject guides are accessible at: The MLA International Bibliography indexes critical works on language, literature, and folklore. It is available through the online system (1926–present) go.middlebury.edu/mla. (You will be prompted to input your Middlebury user name and password for this and other proprietary databases.)

Journal articles or book chapters not available at Mills or in full text through the Middlebury College Library website may be ordered through the ILLiad (<http://ill.middlebury.edu/illiad/mdy/logon.html>) interlibrary loan system. These will be delivered electronically to your e-mail usually in 24 to 48 hours.

Books not at Mills may also be ordered through ILLiad, but usually take ten days to two weeks

to arrive. No orders for ILL will be filled after July 23rd.

All language materials in Middlebury College collections are included in MIDCAT, and may be searched by subject or by romanized title or author.

If you have questions about the romanization scheme for any other non-roman alphabet, please contact the Middlebury Catalog Department at 802.443.5499 from 9:00 A.M. to 5:00 P.M. EDT/5:00 a.m. to 3 p.m. PDT)

Newspapers and Periodicals

The Library subscribes to a number of foreign language newspapers and periodicals, many of which are available online. Consult the online catalog, online subject guides, or print and e-journals through the Middlebury at Mills portal or through the Middlebury catalogues at: go.middlebury.edu/journals.

Audio-Visual Technical Services

Audio and Visual equipment and support is provided to students, faculty, and staff by the Office of Information Technology Services. The Audio-Visual Technical Services Center (AVTSC) is located in the Fine Arts Annex, Room 113. For assistance, please contact your bilingual, program coordinator, or the AVTS staff, at 510.430.2211.

Technology Help Desk

The Technology Helpdesk offers assistance with computing needs. Please call ext. 2005, send an email to helpdesk@mills.edu, or stop by Lucie Stern, Room 21. Helpdesk staff summer hours are generally 8:00 am to 4:30 pm, Monday through Friday. Please contact your school Technical Assistant for help outside of those hours. A copy of the Middlebury at Mills LIS Student Guide is available online at: <https://segue.middlebury.edu/sites/ls-mills-lisinfo>. It contains extensive information on services and support, use of facilities, access

College Services and Facilities



to your computing accounts, how and where to print, how to use email and insert foreign characters into documents.

Academic Computing Facilities

Computing laboratories in designated buildings are available for your use. Designated computers provide word processing in Arabic and Japanese, with word processing and spell checking support in French and Spanish. We recommend that you bring your own computer with you if at all feasible.

Campus Network Access from Residence Hall Rooms

If you bring your own computer to campus you may connect to the Mills College campus wireless network from your residence hall room. Please visit the Technology Helpdesk in Stern 21 for help accessing the wireless network.

Computer Account and Password Service

You can learn your username and set passwords for your email and network accounts on the Web at go.middlebury.edu/password. You will be asked for your college ID number and 6-digit BannerWeb PIN to identify yourself for this service. Information on your computer accounts is outlined below.

BannerWeb PIN

Your BannerWeb PIN defaults to your six-digit birth date (mmddyy). You will be prompted to create a new pin the first time you log into BannerWeb. Your BannerWeb PIN must be a 6-digit number.

Electronic Mail

An email account is available to you as a Middlebury at Mills student. You can access your email through the Web at go.middlebury.edu/webmail. You can learn your username and set the password for your email account on the Web at go.middlebury.edu/password. If

you wish to forward your Middlebury email to an existing email account, you can do so at go.middlebury.edu/forward.

Student Email Policy: Email is considered an official method for communicating with students at The Middlebury Language Schools. Official email communications are intended to meet the academic and administrative needs of the campus community. The College expects that such communications, many of which are time-critical, will be received and read in a timely fashion. To enable this process, the College ensures that all students are issued a standardized college email account. Students who choose to forward email from their College email accounts are responsible for ensuring that all information, including attachments, is transmitted in its entirety to the preferred account.

File Storage

Please bring a USB file storage device, or thumb drive, with you to campus. A USB device provides the most convenient way to back up files and allows you to work on your laptop in your dorm room and in designated computer labs on campus.

College Book Store

The College Book Store, located in Rothwell Center, sells required textbooks and foreign language reference books. General supplies, Language School clothing, dorm supplies and personal care products are also available.

The College Book Store accepts cash, checks, credit cards or points, which can be purchased and loaded on to your Middlebury at Mills ID card at the HMDS office in Sage Hall. Please note that points for the bookstore and points for Café Suzie are not interchangeable.

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College Book Store Hours

9:00 A.M.—5:00 P.M. Monday through Thursday
9:00 A.M.—3:00 P.M. Friday
Saturday, Sunday & Wednesday, July 4th
Closed

Career Services

A Career Services Panel will be held during the Language School Session.

A full range of career resources is also accessible on the Career Services Office homepage:
<http://www.middlebury.edu/academics/resources/cso>.

To speak to the Career Services Office at Middlebury College in Vermont, call 802.443.5100 between the hours of 6 A.M. and 2 P.M. (PDT) or send an e-mail to cso@middlebury.edu to make a phone appointment.

Credentials Files

Career Services uses Interfolio, www.interfolio.com, an online system that streamlines the process of maintaining and sending references.

- Employers and graduate schools receive sensitive credentials information such as transcripts (official or unofficial), writing samples, letters of reference (confidential or open), examples of work, awards/certificates/proof of graduation, or other documents from applicants in a secure and convenient way.
- The process begins when an applicant visits the site and creates an account.
- Payment can be made by major credit card or other convenient methods.

Medical Emergencies and Off-Campus Health Care

For medical emergencies call 911. Afterwards, please call Mills College Public Safety at 510.430.5555 or x5555 so that they can direct medical personnel where to go on campus when they arrive.

For all other health care, Middlebury at Mills uses Concentra, a comprehensive facility with locations in Downtown Oakland and nearby San Leandro. The Oakland clinic is located at 384 Embarcadero West, about 8.6 miles from the Mills campus, and is open from 8:00 A.M. to 5:00 P.M. Appointments are not necessary for Urgent Care, but can be scheduled by calling 510.465.9565 during business hours or after hours by calling 510.204.2750. The San Leandro clinic, which also offers Urgent Care, is located at 2587 Merced St., San Leandro, CA, about 7.5 miles from the Mills campus, and is open from 8:00 A.M. to 6:00 P.M. This location can be reached by telephone at 510.351.3553 during business hours or after hours at 510.667.4545. Please visit <http://www.concentra.com/> for further information.

For a complete list of insurance carriers accepted by Concentra, visit: <http://www.concentraurgentcare.com/Your-Visit/Insurance-Accepted/>

You may also be evaluated at Alta Bates Summit Hospital Emergency room at 350 Hawthorne Ave, Oakland 510.655.4000, approx. 5.5 miles from Mills campus, a 9 minute taxi ride or drive, or at Kaiser Permanente ER (if you are covered by Kaiser Insurance) at 280 W. MacArthur Blvd, Oakland, approx. 5.5 miles, 9 minutes, 510.596.1000. The cost of hospital emergency care is considerably more expensive than seeing a private physician in the community for routine care.

Some private physicians in the area are: Dr. Jonathan Noble, MD, 2500 Milvia Street in Berkeley, Suite 218. Office hours are from 9 to 5 Monday through Friday at 510.848.7070. Dr. Noble's offices are located about 8.5 miles, 15 minute taxi or drive from Mills Campus. Alameda Center Physicians have office hours Monday through Friday 9 A.M. to 6:30 P.M. and weekends 9am to 12:30pm.

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Alameda Center Physicians are located at 501 South Shore Center West, Suite 103 C, Alameda, about 5 miles and an estimated 17 minute drive from Mills Campus, phone: 510.769.1118.

Release from Medical Centers

Students needing care after being released from the hospital for illness, injury, or alcohol-related incidents may be asked to make their own arrangements for lodging. The college residence halls are not equipped to provide this type of recuperative care. In some cases, and with permission of the Vice President of Language Schools, Schools Abroad, and Graduate Programs, students will be permitted to attend classes or participate in co-curricular activities while being lodged off campus or while being cared for by a friend or relative.

Students with Disabilities

The Middlebury College Language Schools at Mills recognize and support the standards set forth in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) which are designed to eliminate discrimination against qualified individuals with disabilities. Middlebury College is committed to making reasonable accommodations for qualified students with disabilities as required by law. We would like to take this opportunity to welcome you to the Middlebury College community and to ask that you inform us of any disabilities for which you seek accommodation.

To initiate the accommodation process, a student must file the Special Needs Identification Form that is supplied to each student upon acceptance. Submit the form along with required documentation directly to the Americans with Disabilities Act (ADA) Office at the address found on the front of the form. You may reach us with questions or concerns at 802.443.5936 (voice), 802.443.7437 (TTY), or via fax at 802.443.2440. Providing reasonable accommodations requires timely

student input. If accommodations are not requested in a timely manner, it may be impossible for the College to provide them in the earlier portions of the summer program, which could significantly and perhaps irreparably impair a student's ability to participate.

The College will endeavor to make reasonable accommodations as required by applicable laws. The process and services ordinarily available at the College are described in more detail in the College's ADA Policy, which is available from the ADA Office or on the web. Qualifying disabilities can include, for example: visual impairments, hearing or mobility impairments, psychological and medical conditions, and learning disabilities which substantially limit one or more of a person's major life activities and may necessitate modifications to the facilities, programs, or services of the College.

The information that you provide regarding any special needs will be shared only with those individuals involved in the coordination and facilitation of services and accommodations required to make our programs accessible to you. The College reserves the right to request current documentation of physical and/or mental disabilities prior to the determination and facilitation of appropriate accommodations; documentation requirements are discussed in more detail in the ADA Policy. Both the full ADA Policy and the Special Needs Identification Form are available from the ADA Office in a variety of accessible formats or on the web at <http://www.middlebury.edu/studentlife/doc/ada/policy>.

In assessing your needs, you should be aware that the summer session is an extremely intensive one. The program can be considered highly strenuous, rigorous, and demanding for any student, including those with accommodations. Additionally, the campus at Mills is spread out and includes some steep hills. Students with mobility impairments may

College Services and Facilities

benefit from acquiring a personal mobility device, such as a motorized scooter, to assist with the navigation of the campus terrain. Please note that arranging for this type of personal equipment is the responsibility of the student.

Similarly, the College is not responsible for services of a personal nature. Students with needs in this area are encouraged to consider obtaining a personal assistant or personal care attendant if they are unable to function independently on campus.

Note: Your request for accommodation MUST be supported by current and adequate documentation. The College's documentation requirements are discussed in more detail in the College's ADA Policy, which is available from the ADA Office. Generally, such documentation must: (1) be prepared by an objective professional qualified in the diagnosis of such conditions; (2) include information regarding the testing procedures followed, the instruments used to assess the disability, the test results, and a written interpretation of these results as they pertain to an educational environment and/or participation in the College's programs; (3) reflect your present level of functioning in the area related to the particular accommodations being sought; (4) be appropriately recent, e.g., prepared within the last several years before the first request for accommodation. Please note that if you are seeking accommodation for a specific learning disability, there are additional documentation requirements described in the ADA Policy, which is available from the ADA Office.

Insurance

Personal Health Insurance

In order to be certain that students will be assisted in meeting the unexpected and sometimes heavy expense of an illness or accident, Middlebury College requires all students to have personal health insurance. **If you do not already have health insurance**

that will provide coverage while at Middlebury at Mills, you are required to obtain coverage prior to arrival on campus. International students, in particular, should ascertain that their health insurance is valid in the U.S.

If you would like to inquire about purchasing insurance for the summer, please visit www.gallagherkoster.com/students or contact Gallagher Koster Insurance Agency, the plan administrator, at MiddleburyStudent@gallagherkoster.com.

Accident Insurance

Middlebury College provides supplementary accident insurance for students while they are enrolled in the summer session. The coverage is minimal and will pay for the expense of treating injuries up to a maximum of \$2,000 for any one accident. Covered treatment includes X-rays, laboratory tests, surgery, physician's visits, nursing care, hospital care and treatment, and prescription drugs. The coverage of expense for dental treatment of injuries to sound natural teeth is limited to \$1,000. Claims should be reported within 30 days from the date of the accident and applicable medical bills submitted within 90 days to:

Klais & Company, Inc.
1867 West Market Street
Akron, OH 44313-6977
1.800.331.1096
E-mail: klaisclaims@klais.com

You should be aware of the limitations and exclusions of this plan before making a claim for benefits. A claim form is not required; however, an itemized bill, HCFA 1500 or UB92 form should be used to submit expenses.

Middlebury at Mills Counseling Services

Contact information and office hours for the Middlebury at Mills Counselor will be provided in your arrival packet.

College Services and Facilities



Emergencies after hours or on weekends:
Contact Public Safety x5555 or call 911
The Middlebury at Mills Counselor is available for crisis intervention, short-term counseling, and referrals to local therapists for those wishing for more long-term assistance. The counselor particularly understands the stresses of immersion language study and can support students in discussing issues that arise in this intensive environment, as well as other concerns students may have.

The Language Pledge is suspended in counseling sessions.

Twelve-step and other support groups are available in the Oakland/Bay area. For more information, contact the Middlebury at Mills Counselor.

Immersion Stress:

The Language Schools are renowned for their excellence in producing high levels of language acquisition. The experience of language immersion, combined with the Language Pledge, opens opportunities for students to communicate in their target language and deepen their cultural understanding.

This intense program may produce tension. Some of this may be pleasurable, stimulating, “euphoric” tension, and may enhance the learning experience. However, “dysphoric” tension – disagreeable, discouraging – may also result. What follows is a brief description of some sources of dysphoric tension and things students can do about it.

- Language is one of our primary modes of self-expression. When learning a new language, we are initially limited in our ability to demonstrate our cognitive and creative capabilities, using our fledgling language skills.
- Embarking on a new language is like entering a new reality, for language is used not only for communication but as the

medium through which we construct our world. The words available to us influence how we think about things.

- In this “new reality” our sense of self may be altered. Because of our limited language abilities, we may begin to perceive of ourselves as less competent than in our “native language personalities”. This may be unnerving for Middlebury language learners who are highly accomplished professionals, teachers, graduate students or undergraduates in their “real” lives.
- When arriving at Middlebury Language Programs, one is confronted with a new social milieu. Making friends and discovering one’s position within this setting are natural concerns that many face. With limited communication skills, it may be difficult to let one’s personality shine through.
- A social hierarchy may develop; where more accomplished speakers seek out other accomplished speakers. Relatively inarticulate beginners may feel frustrated at their inability to express complex ideas or make a precise point. They may find their ability to relate to others affected.

Some students react by withdrawing from social interactions and feeling a lack of self confidence. Depression or anxiety may result. Students often go through several phases of feelings with regard to the language school experience. “Should I even be here?” “Am I at the right language level?” are questions that some students confront at the outset.

Coping Strategies

- Seek out opportunities to engage in activities where your skills, intelligence, and creativity can be expressed. It will remind you about who you fully are.
- Participate in sports and exercise; this is an excellent mode of self-expression that requires minimal language use.

College Services and Facilities

- Go for a long walk alone: enjoy the outdoors.
- When necessary, call family and friends at home to put language school (and other) concerns in perspective.
- Visit the Middlebury at Mills Counselor, who can provide you with a space where you can talk about your concerns (in English) and allow the full expression of your personality. (The language pledge is suspended at the counseling center.)
- Most of all, try not to be too hard on yourself. Remember, making mistakes is a natural, integral part of learning a new language.

Tips on Being a Good Language Learner

- **BE OBSERVANT:** Keep your eyes and ears open. Much of what you need is going on around you rather than in your teaching materials.
- **BE (OR BECOME) AN EXTROVERT, PARTICIPATE:** Jump in, ask when you don't know, make mistakes. Experiment, learn to develop guessing strategies and be willing to make hypotheses.
- **BE PREPARED FOR FRUSTRATION:** Interacting with others in another language can be a humbling experience. Increasing one's proficiency in a second (or third) language and culture takes both time and concentrated effort. Learn to be self-conscious in a productive way. Get some exercise and stay as rested as you can.
- **BE YOUR OWN TEACHER:** Develop your own strategies, figure out what works for you – taking notes outside of class, mnemonic tricks, talking to yourself, etc.
- **USE MEMORIZATION:** Look for routines, fixed or formulaic chunks of language you can use over and over, bits of songs or plays, etc.
- **AIM FOR DISCOURSE, NOT WORDS:**

Think beyond the sentence, in terms of context, relationships, and overall meaning. A perfectionist's approach to detail will almost certainly prove counterproductive. Especially in the beginning, attention to meaning should come before attention to form.

- **GO WITH THE FLOW:** Do not rely on rules or explanations to the exclusion of keeping things moving. Develop your ability to paraphrase and use circumlocutions when you do not know a word, rather than give up or lapse into silence..

Please be sure to have the necessary amount of all medications from your home provider to cover your needs at the Language Schools.

Pharmacies closest to Mills (510)

Walgreens
3434 High St, Oakland
Tel: 261.1984

High Street Pharmacy
4248 Macarthur Blvd
Tel: 530.1335

CVS Pharmacy
4100 Redwood Rd .
Tel: 530.1990

Transferring Prescriptions:

You may also transfer a prescription from your home pharmacy to a local pharmacy. To do this, call the pharmacy of your choice to make those arrangements.

Religious Services

The Oakland and greater Bay Area community offers many opportunities for worship. Information on local area worship may be found on the Mills Chapel website at www.mills.edu/campus_life/spiritual_religious/faith_communities.php

Recreational and Cultural Facilities

Because recreational facilities are frequented

College Services and Facilities



by people from all Schools working in close proximity, it is imperative that the Language Pledge be strictly observed, except for necessary contact with athletic facility personnel. Listening to television programs in English in the Fitness Center is considered a violation of the Pledge.

Information on the Haas Gymnasium, fitness center, outdoor heated pool and outdoor tennis courts will be included in your arrival packet.

Soccer/Volleyball

The Language Schools conduct a co-curricular, co-ed, inter-School soccer and volleyball program to provide opportunities for recreation and language practice. Everyone playing, watching, and coaching soccer or volleyball has a shared responsibility to uphold high standards of teamwork, sportsmanship, and fair play so the soccer and volleyball program will be beneficial to all.

Cultural Events

Each of the Language Schools sponsors its own selection of films, plays, readings, concerts, and

special events, and each School maintains its own calendar of activities.

From time to time, various departments of the College and organizations within the community sponsor concerts and other cultural events on the Mills campus. Language Schools faculty and students are welcome to attend arts events that do not pose a violation of the Language Pledge.

Museum of Art

The Mills College Art Museum, founded in 1925, is a dynamic center for art that focuses on the creative work of women as artists and curators. The museum strives to engage and inspire the diverse and distinctive cultures of the Bay Area by presenting innovative exhibitions by emerging and established national and international artists.

The Museum is free and open to the public.

Museum of Art Hours:

Tuesday–Sunday 11:00 A.M.–4:00 P.M.
Wednesday 11:00 A.M.– 7:30 P.M.

Spanish

Arabic

Chinese

French

Special Policies

Student Conduct

The College reserves the right to dismiss from Middlebury programs any student whose behavior:

- presents a clear danger to him/herself, or to other members of the community;
- is physically aggressive or destructive of property, or violates the dignity or rights of others;
- violates laws and regulations, including those that relate to use, possession or distribution of drugs or alcohol;
- demonstrates inability to participate constructively in the program;
- disrupts the educational function of the program, or is otherwise detrimental to its operation.

Middlebury College also reserves the right to deny admission to any student who has applied to its Schools Abroad and has demonstrated that he or she is unlikely to be able to adapt to the different social or cultural norms of that School and the surrounding culture, and/or to dismiss from the program any student who has demonstrated that his or her inability to adapt is detrimental to the operation of the program, or whose behavior may put the operation of the program at risk. Normally students on social or academic probation are not eligible to attend the C.V. Starr-Middlebury Schools Abroad.

Community Standards

Middlebury College requires its faculty, staff, and students to adhere to certain policies and regulations. These regulations, which differ for different segments of the College community, are all designed to further the educational goals of the College. The College's central purpose is to develop the life of the mind in the fullest sense: to foster clear and critical thinking; to disseminate valuable information; to facilitate research; and to enrich the imagination, broaden sympathy, and deepen insight. The College seeks to help each student develop

the capacity to contribute to society and find personal fulfillment. Whatever promotes learning and human growth is encouraged by the College; whatever hinders it is opposed.

The College's policies and regulations, which are always open to review, are formulated with this general principle in mind.

In addition to fostering the growth of its individual students, Middlebury College recognizes its obligation to promote the welfare of the Middlebury at Mills college community as a whole and to take appropriate action when that welfare is jeopardized. To that end, the College reserves the right, on an emergency basis, to suspend, dismiss, or require to withdraw any student whose presence is determined by College authorities (the Vice President of Language Schools, Schools Abroad, and Graduate Programs with the Director of ~~your~~ the School in question) to pose a danger to self, the Middlebury at Mills college community, or its members, or to be unduly disruptive of College life. Middlebury College vests many employees with specific duties and authority to affect the purposes of the institution. Faculty; Directors; the Vice President; Associate Vice President; Assistant Dean; administrative, custodial, dining, and library staff; and public safety officers are all Middlebury at Mills college officials with authority commensurate with their duties. Failure to respect the lawful authority of Mills or Middlebury college officials may result in disciplinary action. Students are expected to identify themselves upon the request of college officials and show their college ID card.

Middlebury College expects all members of the Middlebury at Mills community to respect the dignity, freedom, and rights of others. Flagrant disrespect for persons, flouting of common standards of decency, behavior unbecoming of a Middlebury Language Schools student, or continued behavior that demonstrates contempt for the generally accepted values of an intellectual community may result in

Special Policies

disciplinary action. Students are expected to identify themselves upon the request of college officials and show their college ID card.

Disciplinary Procedures

Alleged student violations of policies should be reported to the Director of the School. The Director will review each case in a manner which guarantees to the student the following rights of due process: notification in writing of the charges before a hearing takes place; the right to have present at the hearing advisers selected from among the students and faculty of the School; the right to hear the evidence against him/her and to present evidence in his/her own behalf. The Director will make a decision in each case and impose penalties as appropriate. Depending on the offense, penalties may range from warning to dismissal. The student may appeal the Director's decision to the Vice President, whose decision shall be final. NOTE: Separate procedures exist for charges of harassment and/or assault. (See Anti-Harassment and Assault section)

Drugs and Alcohol Policy

Middlebury at Mills is subject to local, state, and federal laws concerning the possession, use, distribution, and manufacture of drugs, including alcohol. You must be aware of and abide by these laws or face the possibility of legal prosecution. Both Middlebury and Mills colleges oppose the use of illegal drugs and do not provide you with a haven from the law. Middlebury at Mills will not inhibit the legal prosecution of any member of the college community who violates the local, state, or federal law. Law enforcement officers, when in possession of the proper documents, have a legal right to search any and all buildings on the campus without prior notice. Middlebury at Mills also reserves the right to furnish the police with information regarding illegal activities.

Middlebury at Mills Students are subject to Mills College residential and campus policies. www.mills.edu/handbook.pdf

Mills' policy on illegal drugs states:

Any use, possession, or distribution of illicit drugs is a violation of the Residence Agreement. The College reserves the right to enter and search a resident's room, apartment, house, or co-op without notice on reasonable suspicion of a student's involvement in unlawful drug-related activities.

The Residence Agreement may be terminated for a first time drug offense and a student may be required to move out of her/his room(s) immediately after determination of misconduct by a Language School official.

Alcoholic Beverage Regulations

The College alcoholic beverage and party regulations take into account local and state law, and a concern for the health and welfare of the members of the college community, and respect for local residents. It is illegal in the State of California for people under the age of 21 to possess or drink alcoholic beverages and to supply or sell beverages to someone under the age of 21. Dangerous and/or illegal drinking activities will result in disciplinary proceedings. Violations of alcoholic beverage and party regulations will result in citations, alcohol education, fines, confiscation of alcohol, and disciplinary action, and may lead to suspension or expulsion. See complete alcohol policy and regulations on the Middlebury College Web site at: http://www.middlebury.edu/about/handbook/student_policies/alcohol_drugs_policy.

Middlebury at Mills Students are subject to Mills College residential and campus policies. www.mills.edu/handbook.pdf

The Mills housing policy on alcohol states:

Alcohol consumption is allowed in the privacy of individual student rooms by residents aged 21 or older. A student resident who is at least 21 years of age and elects to consume alcohol in her/his room must do so without anyone under 21 years of age in the room, including her/his roommate.

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Drinking is not allowed in common/public areas (e.g. hallways, living rooms, recreation rooms, etc.) unless approved by the Language School Director. Common/public areas are defined as all facility areas that are not part of the private confines of the room assignment. If a door to a student room is open, the room is considered to be a common area.

Kegs are not permitted on campus during the summer sessions.

Anti-Harassment and Assault Nondiscrimination Statement/Title IX and Section 504 Coordinators

Middlebury College complies with applicable provisions of state and federal law which prohibit discrimination in employment, or in admission or access to its educational or extracurricular programs, activities, or facilities, on the basis of race, color, ethnicity, national origin, religion, sex, sexual orientation, gender identity and expression, age, marital status, place of birth, service in the armed forces of the United States, or against qualified individuals with disabilities on the basis of disability.

The College's Nondiscrimination Statement and information regarding the College's designee for the purposes of coordinating its efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972, as amended, as well as Section 504 of the Rehabilitation Act of 1973 is available at <http://www.middlebury.edu/about/handbook/general/nondiscrimination>. Printed copies are also available from the Office of the Vice President for Language Schools, Schools Abroad and Graduate Programs (Sunderland 210) and the Human Relations Officers listed below. Reasonable accommodations will be provided for persons with disabilities who need assistance in reviewing the College's Nondiscrimination statement, upon request.

Anti-Harassment and Sexual Assault Policies and Procedures

Middlebury College is committed to maintaining a campus environment where bigotry and intolerance are unacceptable. Harassment, as defined by applicable law and the corresponding terms of College policy, is a form of unlawful discrimination, and is antithetical to the mission of the College. Middlebury College strictly prohibits conduct that constitutes unlawful harassment, including sexual harassment, sexual assault, and related retaliation.

The College's detailed anti-harassment, anti-retaliation and anti-assault policies, together with related procedures for filing and resolving complaints of harassment, sexual assault and/or related retaliation are available at the Web sites listed below. Printed copies are also available from the Office of the Vice President for Language Schools, Schools Abroad and Graduate Programs (Sunderland 210), from the Office of Public Safety, and from the Human Relations Officers listed below. Reasonable accommodations will be provided for persons with disabilities who need assistance in reviewing the policies and/or in filing or pursuing a complaint of harassment, retaliation or sexual assault, upon request.

The Language Schools, the Bread Loaf School of English, Middlebury College Schools Abroad and other programs associated with Middlebury College may, given unique program needs and in accordance with applicable law, employ program-specific complaint reporting and/or resolution procedures. Therefore, if you have a harassment, sexual assault, or related retaliation-related concern in connection with one of these programs, you should contact the College's Human Relations Officer or the Alternate Human Relations Officer (contact information is listed below) to determine whether different procedures apply. Please note that to the extent any of the policies

Special Policies



referenced above designates certain functions to the Dean of the College or to Commons Deans, such functions will be performed by the Vice President for Language Schools, Schools Abroad and Graduate Programs or designee.

Policy on Sexual Relationships Between Faculty, Staff, and Students

The integrity and trust of the faculty-student relationship is central to the mission of Middlebury College. A sexual relationship between a faculty member and a student for whom he or she has current direct academic or other professional responsibilities violates the standards articulated by the American Association of University Professors. It undermines, in fact or by perception, the integrity of the evaluative process as well as the trust, respect and fairness essential to the educational environment. Such relationships are inappropriate and members of the faculty are expected to avoid them and the potential conflicts of interest, favoritism, or bias they may bring about.

Faculty should be aware that a seemingly consensual sexual relationship with a student may nevertheless meet the legal definition of sexual harassment, as lack of mutual consent may be inferred from the power differential in faculty-student relationships. In addition, where a faculty member's relationship with a student has, on the basis of sex, the purpose or effect of substantially interfering with the work or academic performance of other persons, or creates, on the basis of sex, an intimidating, hostile, or offensive working, living, or educational environment, the faculty member's conduct may constitute a violation of the College's Anti-harassment policy.

Disciplinary Action

Faculty, staff or students found to have violated one or more of the policies listed below may be subject to the full range of disciplinary actions, as applicable, up to and including termination of employment or expulsion from College academic programs.

Anti-Harassment, Anti-retaliation, and Sexual Assault Policies and Procedures and Related Links

<http://www.middlebury.edu/about/handbook/general/anti-harassment>

<http://www.middlebury.edu/offices/health/saoc>

Human Relations Officers

Complaints or reports of unlawful harassment, retaliation and/or sexual assault should be brought to the immediate attention of the Human Relations Officer. If the Human Relations Officer is unavailable or has a conflict of interest, the complaint or report should be brought to the alternate Human Relations Officer (contact information is listed below).

Susan Parsons Ritter

(All Middlebury programs)

Human Relations Officer

Axinn Center at Starr Library 251

Middlebury College

Middlebury, VT 05753

802.443.3289

sritter@middlebury.edu

Laura Carotenuto (All Middlebury Programs)

Alternate Human Relations Officer

Middlebury College

Human Resources Services Building

Middlebury, VT 05753

802.443.2012

lcaroten@middlebury.edu

Elizabeth Karnes Keefe (All Middlebury Graduate and Special Programs)

Alternate Human Relations Officer

Middlebury College Sunderland Language

Center 210

Middlebury, VT 05753

802.443.5685

karnes@middlebury.edu

Sasha Miyamoto (Middlebury Summer

Language Schools at Mills College)

5000 MacArthur Blvd.

Oakland, CA 94613

510.430.2285

smiyamoto@middlebury.edu

Special Policies

Energy Conservation

Middlebury College Language Schools encourage everyone to conserve energy and water resources. Please turn off lights and appliances when you leave a room, and keep the use of appliances and water to a minimum. The use of personal air conditioning units is not permitted. If individual refrigerators are brought into dorms they should be an *Energy Star* qualified brand. Fees for any refrigerators rented through Mills College will be donated to the Mills Ecological Sustainability Center.

Recycling

The College provides faculty, staff, and students with blue personal recycling bins for temporary storage of recyclable materials. You are responsible for sorting these materials into the appropriate bins at the Centralized Recycling locations in your building. Cardboard boxes should be broken down and left near recycling bins.

Batteries are hazardous waste and must not go into the trash. Batteries and fluorescent light bulbs should be separated and placed in the eWaste recycling box next to the soda machine outside of HMDS in Sage Hall, or in the Mail and Copy Center. Sharp objects can pose a serious risk to our staff when put in the trash. Do not put needles directly in the trash! Please securely tape needles in a milk carton and then dispose of carton.

Before Leaving Campus

The last day of the 2012 summer session is Friday, August 10. You should arrange to leave campus as soon as your classes and examinations have ended. Check out at the Housing Management and Dining Services office, Sage Hall 138. All students must check out by 10:00 a.m. on Saturday, August 11. Remember that the Language Pledge is in effect until you depart. Please be particularly security conscious during the closing days of your session, and remember to take all your belongings with you. The Language Schools

are not responsible for forwarding articles left on campus. Here is a checklist of things to do before you leave campus:

- **Return your key to the housing office.** Return your key to a Housing Representative in Sage Hall M-F from 9-5. To return key after hours, place key in a key envelope (supplied by bilingual or coordinator) labeled with your name, dorm and room number, in the drop box outside Sage Hall. **If your key is not returned within 3 days after the end of the term, a fine of \$100 will be incurred. Late returned keys, or keys left in dorm rooms/doors will not be credited.**
- **Pay any traffic or parking fines, library charges, or other debts.** Transcripts may be withheld until all obligations to the College have been paid.
- **Return library books, AV equipment** and other items borrowed from the School or from other areas of the College. **Do not leave these items in dorm rooms.**
- **Clean out your room.** Residents who do not leave their room in a neat condition will be charged a cleaning fee.
- **Recycle.** It is against California law to throw away items that could be recycled, including paper, cardboard, and electronic items. Recycling & electronic waste receptacles are available in your dorms.
- **Fill out the Check-out form provided by your Coordinator or Bilingual and leave it on your mattress.**

Dormitories close at 10:00 a.m. on Saturday, August 11. Students may not remain in the dormitory after that time.

Notaries

To find notaries located near to Mills Campus, consult one of the following websites:

<http://www.123notary.com/>

<http://www.notarypublicdirectory.com/>

Middlebury at Mills Packing Checklist



Middlebury at Mills Packing Checklist

- Sheets (standard twin size)
 - Mattress pad (mattresses have plastic covers for hygienic purposes)
 - Pillow
 - Blanket
 - Extra blanket or sleeping bag
 - Towels
 - Alarm clock
 - Rain gear
 - Sports attire
 - Coat and sweater (summers can be chilly in the Bay Area)
- One nice outfit
 - Shower flip-flops
 - Shower caddy for toiletries
 - Reading lamp and light bulbs
 - Desk Lamp – Spanish School only
 - Quarters for laundry machines
 - Extension cords with electrical surge protector strip
 - USB storage drive
 - Computer
 - Flashlight, batteries
 - Travel Mug
 - Medications and First Aid Supplies

Notes



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Middlebury at Mills Language Schools

Administrative Information

Middlebury at Mills Language Schools Administrative Offices are normally open from 8:30 A.M. to 12:00 noon and 1:00 P.M. to 5:00 P.M. PDT, Monday through Friday.

Michael Geisler, vice president for language schools, schools abroad, and graduate programs, will hold open office hours for Language Schools faculty, staff, and students on Wednesdays from 1:30 P.M. to 3:00 P.M. PDT. Vice President Geisler will hold office hours in person in the Reinhardt B administrative offices during his visits to the Middlebury at Mills campus and via Skype or phone conference while he is off-campus.

School Offices

School offices are normally open until 5:00 P.M. and are closed during the lunch period of the School. School locations will be included in your arrival packet.

Michael Geisler, *Vice President for Language Schools, Schools Abroad, and Graduate Programs*
geisler@middlebury.edu
802.443.5275

Elizabeth Karnes Keefe, *Assistant Dean*
karnes@middlebury.edu
802.443.5685

Sandra Bonomo, *Faculty Personnel Coordinator*
(salary, medical insurance)
bonomo@middlebury.edu
802.443.5543

Jennifer Feehan, *Associate Registrar*
jfeehan@middlebury.edu
802.443.5917

Middlebury at Mills Administration

Dan Fisher, *Operations Manager*
dfisher@middlebury.edu
510.430.2284

Sasha Miyamoto, *Administrative Associate*
smiyamoto@middlebury.edu
510.430.2285

School Coordinators:

Arabic
Oliver Carling
ocarling@middlebury.edu
510.430.2393

French
Sheila Schwaneflugel
sschwaneflugel@middlebury.edu
802.443.5526

Japanese
Wendy Butler
wbutler@middlebury.edu
802.443.5215

Spanish
Barbara Walter
bwalter@middlebury.edu
802.443.5538