MIDDLEBURY COLLEGE CHINESE SCHOOL

2017 SESSION INFORMATION
updated 3/30/17

ACCEPTED STUDENTS INFORMATION GUIDE
A comprehensive list of information and resources to assist you in planning for your summer in Middlebury is available online, including parking, health services, and what to bring.

CAMPUS ARRIVAL
All students should plan to arrive no earlier than the dates listed below:
   Friday, June 23, 2017 – Non-degree 8-week students
   Tuesday, July 4, 2017 – M.A. degree 6-week students

Following-day arrivals are possible with prior notice.
Please submit requests for late arrivals to chineseschool@middlebury.edu for approval.

Transportation – By Air
Burlington International Airport (BTV) IS the closest airport to Middlebury, as well as the smaller Rutland Airport (RUT). Several transportation options between the Burlington airport and campus are available, including a Middlebury College airport shuttle bus on specific arrival and departure days only. Reservations for the airport shuttle are required from the link on the right side of this linked page.

Transportation – By Car
Driving directions, campus parking, and a campus map are available online. Use the following address to navigate: 15 Old Chapel Road, Middlebury, Vermont 05753.

Parking and Vehicle Registration
If you bring a car to campus, you must register your vehicle with the College's Department of Public Safety.
A parking permit is required and can be purchased prior to your arrival with your Middlebury ID.

When You Arrive
Please go to the Welcome Center in the Axinn Center on Old Chapel Road – area F-5 on the campus map – to check in with the Chinese School, pick up your ID card, dorm access, and receive any weekend schedule updates.

If you arrive after 8:00 PM, please go directly to the Department of Public Safety at 125 South Main Street to obtain your ID card and dorm access. They are open 24 hours a day and can be reached at 802-443-5133.
**CAMPUS BOOKSTORE**
All required texts will be available at the College Bookstore. Chinese School students are advised to wait until you receive your placement level assignment on Sunday before purchasing books. You will have time to purchase textbooks before classes begin on:
- Tuesday, June 27, 2017 – Non-degree 8-week students
- Thursday, July 6, 2017 – M.A. degree 6-week students

Regular store hours are Monday-Friday, 8:30 am – 5:00 pm, and some limited weekend/holiday hours.

**CAMPUS DEPARTURE**
Academic activities (classes, assignments, testing) in the Chinese School will end on the following dates:
- Wednesday, August 16, 2017 – M.A. degree 6-week students
- Friday, August 18, 2017 – Non-degree 8-week students

Students can leave any time after their last class on the last day. All dormitory rooms must be vacated by 10:00 am on Saturday, August 19, 2017.

Please submit requests for early departures to chineseschool@middlebury.edu for approval.

_Airport Shuttle Information and Tickets_
A reservation on the shuttle bus to the Burlington airport must be obtained through the Middlebury box office.

**CAMPUS INFORMATION**
Chinese School students, teachers, and bilingual support staff live together in a Chinese-only campus dorm with single gender bath facilities in a hall with mostly single and some double rooms. Members of the Chinese School community (students, faculty, and staff) are expected to eat together at set meal times in the dining hall. Meal times and other informal gatherings, such as sport and social events, are critical opportunities for language practice and community building. While other Language Schools are also on campus and sharing facilities at the same time, all students are required by the Language Pledge to stay in their own target language at all times. Language School students have access to:

- Athletic facilities
- Campus Grill café and restaurant
- Library collection of Chinese resources
- Town of Middlebury for local shops, business, and restaurants

**CAMPUS MAP**
A campus map is available online in two formats:
- PDF Campus Map
- Interactive Campus Map
CANCELLATION
To withdraw from the Middlebury Language Schools, a student must complete and sign a withdrawal form available from the student’s Language School office. See associated dates and fees.

CHINESE SCHOOL OFFICE & STAFF
The offices for the staff of the Chinese School will be located on the first floor of Hepburn Hall, and open from 8:30 am to 5:00 pm., with a break for lunch, from Monday through Friday. Please do not hesitate to visit the offices during these times.

Director: Jinhua Bai – jbai@middlebury.edu
Associate Director: Lisa Lin – llin@middlebury.edu
Coordinator: Mimi Clark – mclark@middlebury.edu, 802-443-5520
Bilingual Assistants: TBA

Faculty will post their office hours and locations at the start of the session.
Mimi Clark does not speak Chinese so after you sign the Language Pledge please work with the Bilingual Assistants whenever possible.

COMMUNICATIONS
To stay informed about Chinese School events, schedule changes, activities, deadlines, and general campus news during the session, please look to the following:

- Announcement Board – dining hall entry (in Chinese)
- Atwater Announcements– verbal reminders and important info during meals (in Chinese)
- Email – news and things to know (in English) sent to your @middlebury.edu email.
- Newsletter – weekly PDF listing of upcoming events and activities. (in English and Chinese)
- Twitter – subscribe to @MiddChineseSchool for updates, reminders, news. (English and Chinese)
- WeChat – subscribe to MiddChineseSchool for updates, reminders, news. (in English and Chinese)
- Web Site – visit and bookmark http://chineseschool.middcreate.net/ for all you need to know. (in English and Chinese)

COMMENCEMENT (M.A. graduates only)
The 2017 Commencement Ceremony at Middlebury College for Language Schools Master of Arts degree recipients will be held on Friday, August 18 at 4:00pm in the Mahaney Center for the Arts.
http://www.middlebury.edu/ls/academics/policies-and-procedures/commencement

COURSE REGISTRATION (Non-Degree program)
Non-degree students in the 8-week session will be registered automatically for classes according to their placement level. Graduate students will register for classes upon campus arrival. Classes are taught using both simplified and traditional characters, although, as a majority of our teachers are from China, simplified characters are used more predominantly. Please do not purchase required textbooks until you receive the results of your level placement. Course descriptions and textbook titles are available online: http://www.middlebury.edu/ls/chinese/curriculum
COURSE REGISTRATION (Master’s Degree program)
Graduate students will register for classes in the first day or two after your campus arrival. Classes are taught using both simplified and traditional characters, although as a majority of our teachers are from China, simplified characters are used more predominantly. Please do not purchase required textbooks until your classes are confirmed. Course descriptions and textbook titles are available online: http://www.middlebury.edu/ls/grad_programs/chinese/program_options/vermont/courses

CURRICULUM & PLACEMENT (Non-Degree program)
Courses in the Chinese School each summer are designed to help adult learners of all ages and language skill to develop and improve their listening, speaking, reading, and writing skills, and expand their knowledge of Chinese culture. Upon completion of an online placement test in April (please watch your email in-box for access information), and an oral interview on the first day of the session, students will be placed in one of five levels for targeted learning and practice. Formal class times are every day Monday through Friday with a morning lecture, group drill, and one-on-one practice. Once your language level is confirmed, you will have time to purchase required textbooks at the campus bookstore.

DATES
• Arrival
  • Non-Degree 8-week students should plan to arrive no earlier than Friday, June 23, 2017.
  • M.A. 6-week students should plan to arrive no earlier than Tuesday, July 4, 2017.
• Placement Testing – Required for Non-Degree students on Saturday, June 24.
• Orientation (Required for all students.)
  • Non-Degree 8-week students: Sunday, June 25, and Monday, June 26.
  • M.A. 6-week students: Wednesday, July 5, 2017.
• Classes Begin
  • Non-Degree 8-week students: Tuesday, June 27, 2017.
  • M.A. 6-week students: Thursday, July 6, 2017.
• Graduation – M.A. graduates only – Friday, August 18, 2017.
• Departure – Students may depart no earlier than 12:00 pm on Friday, August 18. All dormitory rooms must be vacated by 10:00 am on Saturday, August 19.

Please submit requests for early or late arrivals and departures to chineseschool@middlebury.edu for approval.

DINING and MEALS
Students, faculty, and staff of the Chinese School will eat lunch and dinner meals together in the Atwater Dining Hall (starting with dinner on Friday, June 24) at the following times:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:00-9:00 am (any dining hall)</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:00-1:00 pm (Atwater)</td>
</tr>
<tr>
<td>Dinner</td>
<td>5:30-6:50 pm (Atwater)</td>
</tr>
<tr>
<td>Brunch (Sat/Sun)</td>
<td>10:30 am - 1:00 pm (Atwater). Breakfast 7:00-10:30 am (Ross only).</td>
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If you have special dietary needs, please complete the Dietary Request Form, and submit it to chineseschool@middlebury.edu.
ENROLLMENT REQUIREMENTS
A student is officially enrolled in the Chinese School after the following have been submitted:

1. Tuition Deposit ($400 non-refundable)
   - Log back in to the application site.
   - Click "accept our offer".
   - Confirm your intent to enroll and provide your electronic signature.
   - Select your payment method.
     - To pay by credit card: You will be directed to the payment gateway. After successfully paying, you will receive an on-screen confirmation message and a payment receipt email.
     - To pay by mail: Submit a check/money order made out to Middlebury College to Middlebury Language Schools, Sunderland Language Center, 14 Old Chapel Road, Middlebury, VT 05753. Please include student name, ID, School name, and "tuition deposit" in the memo line.

2. Tuition Balance
   Your tuition due bill will be sent to you by email in April. Final payment of your tuition balance is due by June 23, 2017.

3. Enrollment & Rooming Form
   Please complete and submit this form when you are prepared to make your required tuition deposit payment.

4. Chinese School Student Information Form
   Please complete and submit this form prior to campus arrival.
   https://goo.gl/forms/T3BluRIjrMHSphqH3

5. Any additional forms necessary
   - Accommodation Request
   - International Student Visa
   - Special Dietary Request

EVENTS
Mark your calendar with the following special events:

- June 25 – Language Schools Convocation
- June 27 – Chinese School Pledge Ceremony (non-degree students)
- July 22 – Language Schools Pledge-free Dance
- August 6 – Chinese School talent show, China Night!
- August 17 – Chinese School Banquet
- August 18 – Language Schools Commencement (M.A. graduates only)
FACULTY
Each level (1, 2, 2.5, 3, 4 plus graduate) will have its own team of teachers with a Lead teacher in charge, so that students will work in the classroom with a variety of teachers. Teachers live in the Chinese School dorms and take their meals with students in the dining hall to allow faculty and students to interact informally outside the classroom on a daily basis. Office locations and hours of each team will be made available once the session begins.

FINANCIAL AID
Tuition assistance is awarded on a first come/first served basis to those with the most financial need. Applications for financial aid can be submitted at any time, and will be reviewed after the student has been accepted. For assistance, please contact the Student Financial Services office directly. Financial Aid Application Form

GRADUATION (M.A. graduates only)
The graduation ceremony for graduating M.A. degree students will take place in the MCA Robison Concert Hall at 4:00 pm on Friday, August 19, 2016. Each graduate will be entitled to three (3) tickets for guests. If you need more or less than this, please let us know. More information will be provided as plans are confirmed.

HEALTH & WELLNESS
Please take advantage of available resources before you arrive AND while you are on campus. The summer Language School experience is rigorous and challenging. Preparing yourself ahead of time, and asking for help during the session will enable you to more fully enjoy and successfully complete the program.

- Campus Health Center - a variety of physical and mental health services available.
- Anderson Freeman Resource Center - counseling and support staff and resources.
- Language Immersion Tips to help you prepare for and cope with language immersion.
- Dietary Request Form - to help you prepare for and cope with language immersion.
- Special Needs Identification Form – to request accessibility or accommodation support.

HOMEWORK
Chinese School students are required to study the material just learned in that day, plus the material they will cover the next day, with weekly quizzes that tend to take place each Monday. The volume of material accumulates on fairly quickly, so it is recommended students find and stick to a routine that incorporates study, social time, sleep, and fitness. On the average, students can expect the following:

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>AVG. CHARACTERS/DAY</th>
<th>AVG. HOMEWORK/DAY</th>
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<tbody>
<tr>
<td>1</td>
<td>10-20</td>
<td>3-4 hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Includes required evening study group</td>
</tr>
<tr>
<td>2</td>
<td>20-40</td>
<td>3-4 hours</td>
</tr>
<tr>
<td>2.5</td>
<td>30-60</td>
<td>3-4 hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Including 5 essays during the summer</td>
</tr>
<tr>
<td>3</td>
<td>40-60</td>
<td>4-5 hours</td>
</tr>
<tr>
<td>4</td>
<td>80-120</td>
<td>5-6 hours</td>
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HOUSING
Students in the Chinese School will be assigned to
   Forest Hall - which has single rooms with shared sinks.
   Hepburn Hall - which has both singles and doubles.

Both dorms have laundry facilities that require a pre-purchased card for use with the machines at $1.25 per wash and $1.00 per dryer load.

INTERNATIONAL STUDENTS
A variety of information and services are available, including visa assistance, from the International Student & Scholar Services office. Call 802-443-5858 or email isss@middlebury.edu.

LANGUAGE PLEDGE
All Language School students, including students in the Chinese School, will commit to the focus of their chosen language of study for the duration of the summer session. The Pledge will enable you to concentrate on Chinese without interruption and thus get the most out of your efforts, studies, and time.

In signing this Language Pledge, I agree to use Chinese 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.

- By committing to live by the Language Pledge, you will be using the Chinese language as your only mode of communication for the duration of the session.
- By staying in your target language, you will enhance your learning.
- Commitment to the Pledge will enable your peers to stay in their target language. Please respect their commitment, and your own, throughout the session from the moment you sign your name to the Language Pledge.
- Please keep your non-target language communications with family and friends to a minimum and beyond the listening range of other language students.

Preparing for the challenges of a language immersion environment with available tips and information will greatly assist in your successful completion of the session.

MAIL
Students are welcome to receive and send mail from the student mail center. Please address all mail – envelopes and packages – as follows:

   First and Last Name – Chinese School Student  *Be sure your Language School is included!
   Middlebury College
   14 Old Chapel Road
   Middlebury VT, 05753
MIDDLEBURY EMAIL
All students attending the Middlebury Language Schools will get a Middlebury email account. Please follow the instructions under Computing in the Accepted Students Information website to proceed in activating your @middlebury.edu email account. Important information will be sent to your Midd email, so be sure to check this email once you have it set up.

MIDDLEBURY ID CARD
All students attending the Middlebury Language Schools will get a Middlebury ID card, which allows access to residence halls, library borrowing, discounts, etc. Please follow the instructions on the Accepted Students Information website under Dining, ID Cards... to apply for your card before you get to campus so that your card is ready for pick-up on Arrival Day. If you already have a Middlebury ID card, please bring it with you to have re-activated on Arrival Day.

PACKING LIST
Pack for the variety of weather in Vermont and activities on and off campus. The following are recommended: mattress pad, towels (shower, pool), hangers, reading lamp, flip flops, alarm clock, flashlight, room fan, sports and fitness clothing and equipment, one or more nice outfits (dress, tie..), medications, China Night talent show equipment or clothing, and a computer or headphones.

Packing List PDF
Bed and bath linens may be ordered through the campus bookstore.

Personal belongings may be shipped to campus, and home again, using the student mail center. Please do not ship anything to campus prior to 3 days before the start of the session. See MAIL CENTER above for instructions on how to address items sent to campus.

PLACEMENT EXAMS (Non-degree 8-week students only)
All 2017 students, except total beginners, must complete three placement exams:

1. Online Reading Exam – Must be completed by June 10.
   Please follow the instructions sent to you by email in April.
2. Written Placement Exam - Saturday, June 24, 8:00-10:00 am. Location TBA.
   This exam is offered in either simplified or traditional characters.
3. Oral Proficiency Interview - Saturday, June 24. Time and Location TBA.

PLACEMENT LEVEL (Non-degree 8-week students)
Acceptance into the Chinese School does not assume or guarantee placement into a particular level of instruction. Our main goal is to help all students increase their ability to use Chinese as much as possible within an eight-week period. As students come from many different backgrounds and various instructional programs, students may find themselves placed at a level below or above what they may have expected. In enrolling in the Chinese School, you indicate your willingness to accept guidance from the School as to your placement in the course most appropriate to your needs and current proficiency. Please discuss any concerns with your placement level with your assigned teacher.
PUBLIC SAFETY
The campus Public Safety office is open 24 hours a day and can be reached at 802-443-5911 for medical emergencies as well as lock-outs. The Public Safety office is located at 125 South Main Street in Middlebury.

REGISTRAR
For assistance with course credit, grades, and transcripts, please contact the Registrar’s Office in Forest. Call 802-443-5770 or email registrar@middlebury.edu. Grades will be posted to your Middlebury student account after the end of the session. Transcripts can be requested online: http://www.middlebury.edu/offices/academic/records/transcripts

RESOURCES FOR STUDENTS
For additional information, please refer to the following resources for additional information:
- Chinese School website
- Language Schools Handbook
- Middlebury College website

SESSION SCHEDULE
- Classes for Non-Degree 8-week students are scheduled for Monday-Friday:
  - Class Lecture: 8:00-9:50 am
  - Group Drill: 10:10 am - 12:00 noon
  - Individual Practice: 1:30-3:30 pm
- Classes for M.A. 6-week students are scheduled at various times Monday-Friday.
- Co-curricular Activities Monday-Friday: 4:00-5:30 pm
- Weekends: Films, hikes, performances, and social gatherings and events.

TRANSPORTATION
For information on how to get to Middlebury, Vermont, please see the information provided on the Middlebury College website:
- Directions to Campus
- Local Transportation Options

Shuttle bus service will be available between the Burlington, VT airport and campus on both arrival and departure days. Reserve your place on the shuttle through the Middlebury Box Office.
- June Arrival Airport Shuttle
- August Departure Airport Shuttle

TUITION
In April, your tuition due bill will be sent to you by email. To access your tuition bill and make payments online, you will need your Middlebury ID number. Final payment of your tuition balance is due by the program Arrival Day.
WITHDRAWAL
Students who decide to leave before the end of the fifth day of classes for any reason will, in addition to forfeiting the nonrefundable deposit, be assessed a withdrawal fee. There are no tuition refunds if a student withdraws after the end of the fifth day of classes. A student who is forced to withdraw after the fifth day of classes for a documented health or family emergency should contact the Chinese School Coordinator at chineseschool@middlebury.edu. The cancellation policy is available in the Student Handbook. The Withdrawals and Refunds policy is available online.

NOTES