

Carleton College
One North College Street
Northfield, Minnesota 55057

Office of Off-Campus Studies

507 222 4332

October 14, 2011

To: **Faculty interested in directing Carleton seminars in 2013-2014**
From: Helena Kaufman, on behalf of the Off-Campus Studies Committee
Re: Preliminary Proposals for 2013-2014 Carleton Seminars

The Off-Campus Studies Committee would like to work with faculty who wish to propose off-campus seminars for the academic year 2013-2014. Proposals should come from full-time faculty members who have the support of their departments and continuing contracts with the College through the year that the seminars are offered.

The OCS Committee is charged with approving a well-balanced calendar. Because of overall college calendar considerations, we would like to **strongly encourage that new Carleton seminars be offered in the winter, spring, or summer terms**. Please keep in mind that students who participate in summer seminars are required to take the winter or spring term off. For faculty directors, an OCS seminar term always counts as a two-course load. Depending on the program's structure and pedagogy, the faculty director may choose to teach one, two, or all courses within the seminar. These options can be discussed with OCS staff during the seminar-planning process.

This early notice gives the Committee an opportunity to look ahead in its planning and provide advice before you devote time to designing your seminar. If you are interested in proposing an off-campus seminar for 2013-2014, please complete this preliminary form, and return it to Off-Campus Studies, Leighton 119, no later than **Monday, January 9, 2012**.

Please discuss your plans with your department colleagues and chair. Provide your department chair with a copy of the completed preliminary proposal, and ask her or him to complete the Chair Endorsement Form. Upon receipt of these materials, the Committee will get back to you with questions and/or directions to complete the seminar proposal process.

Members of the Committee welcome questions on any part of this process.

Off-Campus Studies Committee:

Barb Fowler	Rich Keiser
Diane Nemec-Ignashev	Yaron Klein
Helena Kaufman	Arjendu Pattanayak

Preliminary Proposal-- Faculty Form
Carleton Off-Campus Seminars 2013-2014

Faculty Name: _____

Department: _____

Chair: _____

Topic of Seminar: _____

Statement of Purpose: _____

Program site: _____

Term (1st and 2nd choice): _____

Reasons for choice of term: _____

Describe the relationship to other off-campus seminars recommended or offered by the department, if applicable.

Will you be on leave away from campus for either of the two terms immediately preceding the program? Describe.

I have discussed the proposed program with my department colleagues: yes
 no

If no, please explain:

Signature _____ Date _____

Please return to Helena Kaufman, Leighton 119, hkaufman@carleton.edu, x4349
no later than **Monday, January 9, 2012**

Department Chair Endorsement
Carleton Off-Campus Seminars 2013-2014

To be completed by faculty applicant:

Faculty Name: _____

Department: _____

Department Chair Name: _____

Topic of Program: _____

Program site: _____

Statement of Purpose:

Describe the relationship to other off-campus seminars/programs offered by the department, if applicable.

To be completed by the department chair:

I have discussed the proposed program with the department and the faculty member: yes
 no

I will be the department chair during the terms of this proposed program: yes
 no

If no, who will be the department chair? _____

Signature _____ Date _____

Please return to Helena Kaufman, Leighton 119, hkaufman@carleton.edu, x4349
no later than **Monday, January 9, 2012**