

Carleton College
One North College Street
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Office of Off-Campus Studies

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October 14, 2011

TRAVEL GRANTS IN SUPPORT OF OFF-CAMPUS STUDIES AT CARLETON

Call for Proposals

The Off-Campus Studies Committee requests proposals from faculty and staff for travel to explore programs and/or sites for the benefit of off-campus studies at Carleton. A total of \$8,000 will be awarded in winter term for travel to take place in 2012.

Travel may include, but not be limited to, the topics below:

- **Development of Carleton off-campus seminars**
The Committee is especially interested in the development of programs, including departmentally based or interdisciplinary programs, in areas where Carleton curriculum is strong but not well served by existing off-campus study options.
- **Mentoring trip with experienced faculty director**
First-time directors—or those who wish to be—could use funds to “apprentice” with an experienced director during a portion of a field trip or seminar.
- **Familiarization with existing programs**
Travel grants would allow faculty to assess the curriculum and the quality of consortium and other off-campus programs that serve their department.

General: The Committee advises faculty that funding of exploratory travel does not imply support for a seminar or courses that may result. For development of new seminars, travel during 2012 would prepare for proposals to be submitted in January 2013 for programs to take place during the 2014-15 academic year.

Proposals: In general, the Committee needs to know what is to be accomplished in a site visit and how. Letters to the Committee should identify site(s) to be explored, the length of stay proposed, and specific plans for exploration. Proposals should discuss the expected outcome in relation to department curriculum and/or Carleton off-campus studies in general. For the budget proposal, estimate travel, per diem maintenance, and miscellaneous expenses need to be included. Only out-of-pocket costs of travel and site investigation, not compensation for time spent, can be considered an award. In addition, the department chair should provide a statement of support, comparing this proposal to other off-campus options available to students, if relevant.

Schedule: Proposals are due **Monday, January 9, 2012**. Questions may be directed to this office or to members of the Off-Campus Studies Committee:

Barb Fowler
Diane Nemec-Ignashev
Helena Kaufman

Rich Keiser
Yaron Klein
Arjendu Pattanayak