

## Winter Break Field Trips

### *Call for Proposals*

The Off-Campus Studies Committee seeks faculty proposals for winter break field trips in December 2010 (during the academic year 2010-2011). Proposals should come from faculty who have a continuing contract with the College throughout the academic year 2010-11, and whose proposal has the support of their department. **Proposals are due no later than January 5, 2009 in the Off-Campus Studies, Leighton 119.**

The proposal should include:

- Description of the field trip and an explanation of how it fits into the department's curriculum (5 pages maximum).
- Preliminary budget, not to exceed \$20,000. The budget should include the faculty's roundtrip airfare, room, board, and related program expenses, plus the students' room, partial board, and program related expenses on site. Students are expected to pay their own airfare to the program site and partial board (Faculty are encouraged to explore other sources of funding within their department to extend the Dean of the College winter break funds).
- Endorsement of the proposal by the Department Chair (see attached form)

The curricular structure for winter break field trips should approximate the following:

The faculty designs two courses totaling 12 credits. A six-credit fall term course provides background and preparation for the field trip research. The December field trip is worth three credits. The students are not awarded those three credits until they have satisfactorily completed the winter term three-credit seminar, for a total of six credits. The winter term course may be taught as a five-week seminar, or it may meet once a week throughout the term.

The model is somewhat flexible. It is possible to consider a summer break field trip, with a spring term course, followed by summer break trip, and a fall term follow-on course. In any event, a faculty member will recruit students in the term prior to the first course. For example, the December 2010 field trips will require that students apply for the two-course sequence early spring term 2010. Once accepted, they can register during spring 2010 registration for the fall term 2010 course. They will then participate in the December 2010 field trip and the winter term 2011 follow-on course.

The Committee will evaluate the proposals using the following criteria:

- Coherence and feasibility of the project
- Importance of the field study component to the proposed course of study, which includes the two courses taught on campus
- Integration into the curriculum of the department and the College
- Other off-campus study opportunities available to students in the department

For questions and comments, contact Associate Dean of the College Liz Ciner at [eciner@carleton.edu](mailto:eciner@carleton.edu) or x 4300, or OCS Director Helena Kaufman at [hkaufman@carleton.edu](mailto:hkaufman@carleton.edu) or x 4349.

Mark McKone, Alison Kettering, Clint Cowan, Harry Williams, Roy Grow, Al Montero, Matt Rand, Beverly Nagel, Anne Ulmer, Linda Rossi, and Steve Kelly have taught courses with winter break field trips and are willing to share their advice and experiences.

## Winter Break Trip Department Chair Endorsement

*To be completed by faculty applicant:*

Faculty Name: \_\_\_\_\_

Department: \_\_\_\_\_

Department Chair Name: \_\_\_\_\_

Topic of Program: \_\_\_\_\_

Program site: \_\_\_\_\_

Fall course: \_\_\_\_\_

Winter course: \_\_\_\_\_

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 courses and winter break program with my department colleagues 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 \_\_\_\_\_

To be returned no later than ***Monday, January 5, 2009***  
to Helena Kaufman, Leighton 119, [hkaufman@carleton.edu](mailto:hkaufman@carleton.edu), x4349