

**CARLETON COLLEGE
SCHILLER SOCIETY**



**THE KEY TO THE CAMPUS
TOUR
2011-2012**

Admissions office:
x4190

Tour Guide Coordinator 2010-2011:
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(630) 251-8109

This tour book belongs to:

My tour times are:

Fall term: _____

Winter term: _____

Spring term: _____

Welcome!!

Welcome to the fun and glamour of life as a Schiller tour guide! Giving tours should be fun and interesting for you as well as prospective students and their parents. While giving a tour, *you* are the authority on Carleton, so relax and enjoy yourself. Be as informative as possible, and remember: that which is commonplace to us is probably unknown to prospectives. ***If you don't have the answers to particular questions, don't hesitate to admit it.*** Just refer them to the Admissions folks who have plenty of obscure information about everything. You don't need to know every fact about every building and every department. Your experience is what's important. Here are some other things to keep in mind...

DO'S AND DON'TS OF GIVING TOURS

Do be early for your tour (10 to 15 minutes should do).

Do find an alternate if you are unable to give a tour, or make sure your partner is available, and notify Admissions (x4190) as soon as possible of the change.

Do bring your ID to every tour. It helps you get into buildings.

Do pay attention to both time and pacing.

Do share personal anecdotes. That's what they'll remember and enjoy most.

Do allow and encourage people to ask questions.

Do be honest.

Do be positive. Remember that you are selling the school.

Do be aware of how the things you say come across to prospective students. If you say "the food is okay" this can translate to "the food is terrible." You might have to say "the food is pretty good" to get your point across.

Do use Carleton slang (Arb, Libe, IM's, CMC), but be sure to translate it into standard American English.

Do use email to follow up and keep in contact with prospective students.

Do offer umbrellas when it's raining and ensure they get back to Admissions.

Do take the key for the show dorm room, AND return it at the end of the tour.

Don't wear clothes with the name or logo of other schools.

Don't wear flip-flops (remember, you'll be walking backwards!).

Don't speak badly about or compare others schools to Carleton. We hope they return the favor.

Don't lead a tour of more than 15. Sometimes we need to split groups to give visitors a better experience.

Don't feel like you have to share personal information (GPA, SAT scores). Instead, if you want, try to answer the question they are really asking--what does Carleton look for?

Don't speculate on facts or figures that you are unsure of. Refer the curious visitor to Admissions and review material in question for your next tour.

Don't accept Facebook friend requests or other similar social network requests from tour participants.

Don't get lost in trivia and lose sight of the big picture. Which of these is it more important for prospective students to know?

1) Freshmen live all over campus; or

- 2) Freshmen live all over campus except for in Sevy because it has suites and no floor life and seniors usually snatch up those rooms quickly....

QUESTIONS TO CONSIDER...

One of the most fun and challenging parts of tour-giving is answering the tricky questions that *always* get asked. Before your first tour, please do think about how you will answer some of them. Most importantly, *be honest*, and try to be positive. It may be helpful to point out that you are a volunteer or that you can only speak from your personal experience and that your perspective may or may not represent the experience of every student. If you aren't sure how to deal with certain issues, feel free to ask someone in Admissions or one of your friendly Schiller officers. Here are some of the questions that may come up during tours:

- Why did you choose to come to Carleton?
- What do you like/dislike most about Carleton?
- Is Carleton *really, really* PC (politically correct)? "Liberal"?
- Is there a problem with sexual harassment/crime on campus?
- Are there a lot of alcohol/drugs on campus?
- Do you think I will get in?
- How many people drop out/transfer? What are their reasons?
- Is Carleton really as hard as everyone says it is? Do people study *all* the time?
- What's the winter like?

Keep in mind that a true answer to a question like, "Why did you choose to come to Carleton?" would really only tell prospectives about your view of Carleton before you came here. Feel free to deflect this question and answer the one they're really getting at, which is, "Why would someone want to go to Carleton?"

Here are a few more you may want to discuss whether they are asked or not:

- Is there a sense of community here?
- What is it like living in Northfield?
- Is this a very diverse campus?

BASIC TOUR OUTLINE—POINTS TO HIT

Admissions Office

Sayles

Libe

Olin through Mudd

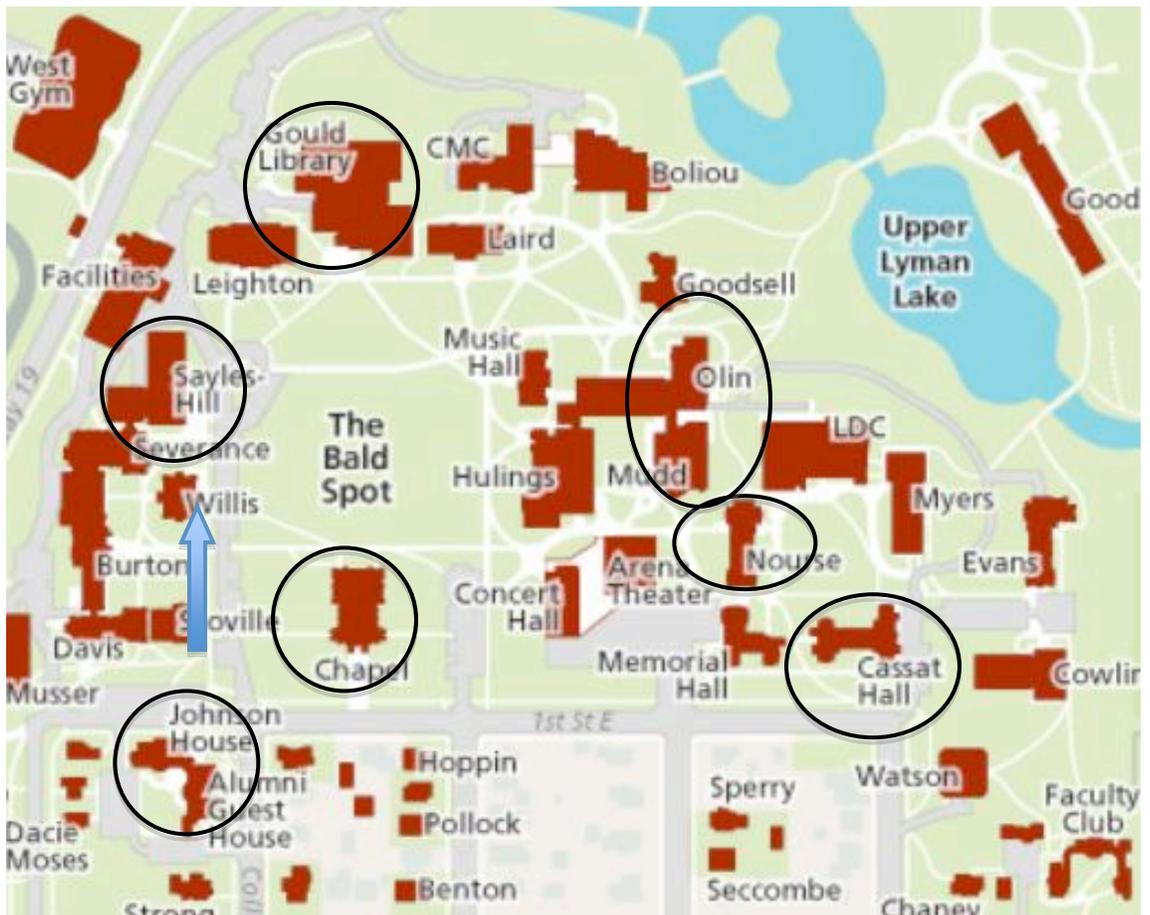
Nourse (dorm room)

Cassat (lounge)

Chapel

Weitz Center

Admissions



Follow
Arrow!



If two groups, send
one group in reverse!

GUIDE TO THE SCHILLER SOCIETY TOUR

The following is the procedure of a typical Schiller Society tour. It explains the route, things to talk about, when and where to say them, and other useful information. Each tour will be different depending on the tour guide and the visiting group, but please stick to the general outline. If you don't know much about certain buildings, departments, or activities, *please* ask Admissions staff or your Schiller officers!

The tour route for 2011-2012 has a specific sequence. The tour is divided into several distinct categories: student life/organizations, academics, residential life, and extracurricular activities. Try to bear these in mind to keep your tour focused and transitions smooth.

ADMISSIONS

- Greet people and introduce yourself by name, graduation year, major, things you are involved in on campus, and hometown.
- Find out names, hometowns, and areas of academic and extracurricular interest of the prospective students (only if small group).
- Get parents' names as well; it makes them feel welcome (only if small group).
- While crossing the street to Scoville, give some general Carleton and Northfield information, such as:
 - Founded in 1866
 - Approximately 2000 students
 - Average class size 17 (67% have 19 or fewer)
 - Student to faculty ratio is 9:1
 - Northfield population ~20,000 people (about 5,000 of those are students, so it's a youthful and active community!), cows, colleges, contentment

OUTSIDE

- Point out Scoville
- Up until this year, Scoville housed Cinema and Media Studies
 - Now a major; new faculty recently added.
 - A CAMS project, *Disconnected*, toured national film festivals and was an official selection at several, including the San Francisco International Documentary Festival
- Gender and Sexuality Center (GSC)
 - Resources and support for LGBTQA students
 - Employs a salaried director as well as student workers
- Office of Intercultural & International Life (OIIL)
 - Resources and support for minority students
 - Organize events, speakers, performances, etc
 - International Students Office
 - It is remarkable for a school of Carleton's size to have this kind of institutional, financial support for these offices.
- Write Place, Speakeasy
 - Many resources for academic support at Carleton, lots of students take advantage of peer tutors, writing assistants, etc
 - Some of these groups will be moved to the Weitz Center starting this fall (2011) with new lab space, studios, equipment, etc.
- Point out Severance, Burton and Davis.
- Ground Davis holds Student Health and Counseling (previously the “Wellness Center”)
- Point out Willis Hall, Carleton's oldest building containing:
 - Educational Studies—a popular concentration for students in a variety of majors. Licensure is available in secondary education to complement a major in a subject area other than Ed Studies.
 - Political Science/International Relations
 - Economics
 - Poli Sci/IR and Econ are consistently two of the most popular majors at Carleton

- Thorstein Veblen, the economist who coined the term “conspicuous consumption,” was one of Carleton’s early graduates.
- Also contains memorial to Carleton veterans
- Turn left and enter Severance through the door adjacent to the Great Hall. Continue into Sayles.

SAYLES-HILL

- ACT office (Acting in the Community Together- about 1/3 of students participate)
 - give examples of programs: Adopt-a-Grandparent, Special Olympics, Project Friendship, TOPSoccer
 - easy to get involved with a long or short term project
- Campus Activities (center for school-wide social events, overseer of student-run organizations)
- Mention that the Career Center is downstairs and that it’s useful for all four years
 - New, dynamic director with a focus on extending both the breadth of career services offered to those currently attending Carleton and also focusing more on recent graduates.
 - internships, externships, grad school, employment, career exploration
 - ties to alumni network
 - on campus workshops, student career assistants, website
 - member of Liberal Arts Career Network and the Selective Liberal Arts Consortium
 - funds OVER 60 internships every summer – up to \$5,000
- Walk around corner and enter into Great Space
 - hanging out
 - flowers on Friday
 - studying
 - pool tables and foosball
 - 24/7 computer lab
 - Snack Bar (now with taqueria, also recently updated according to students’ preferences)
 - dances

- Go down the stairs before the snack bar and point out the post office and mailboxes.
- Be sure to point out the Carleton Bookstore and invite prospectives and their families to visit after the tour. Let them know that:
 - The Bookstore is campus owned and run, so items in the store are selected by the staff with student and alum input, income is invested back into the College
 - The store carries textbooks assigned for every course on campus, classroom & dorm supplies, Carleton clothing & gifts, snacks, and a variety of general reading books
- Mention Campus Publications, KRLX (anyone can have a radio show), CSA Offices

OUTSIDE

- Exit the front doors of Sayles, transition to Academics (Humanities)
- Walk past Leighton
 - Explain trimester schedule, graduation requirements
 - History, Medieval and Renaissance Studies, Sociology/Anthropology, Religion, Philosophy
 - These disciplines are all very popular at Carleton. History is one of most popular majors.
 - Like all Carleton departments, there is a lot of writing and original research.
 - Speakers often come to this building
 - Study abroad: 70% of students study abroad during their time at Carleton
 - Carleton offers 10-week programs in many departments, but also accepts outside study-abroad programs (semester length matches perfectly with fall term and the long winter break)

LIBRARY

- Go in the front door of the Libe and stand in the lobby while talking, or speak outside.
- Walk up to the reference desk, then loop around the rookery, show off the newly-redone East Wing and show the balcony overlooking the third floor to give an idea of how big the Libe is.

- Explain the five floor level of quiet system (lower = quieter) which is a good place for both group and individual study. Also explain that the Libe is built into the hill like Boliou.
- Resources
 - Approximately a million volumes and government documents and 1600 periodicals
 - microforms and government documents
 - combined catalogue with St. Olaf: usually 1 day to get a book
 - quickly sent books from the University of Minnesota
- Interlibrary loan from other libraries all over the country
- Library is attractive place to study and hang out, newly redone
- One of the most heavily used buildings on campus and a major center of intellectual and community life
- Hosts stream of lectures, readings, book discussions, and cultural events
- Mention Archives, Rare Books Room, reference section, reserve desk, green couches, current reading room, three computer labs
- People always love it if you show the reference librarians’ trading cards

OUTSIDE (DISCUSS LAIRD)

- Turn left and walk around the back of Laird Hall
- Registrar’s Office** downstairs. Discuss computerized draw numbers and registration. Mention option of Scrunching (SCrNC) classes.
- English Department on second and third floors.
 - Active published authors on the faculty
 - Courses in both literary analysis and in creative writing
 - One of largest departments and one of most popular majors
- Talk about the President’s Office and the Dean of the College’s office.
- Dean of the College, Office of Student Fellowships sponsors student research fellowships, Buddhist pilgrimages in Japan, horse trekking in Mongolia, etc.
- President Poskanzer was just inaugurated last year, share personal experiences or anecdotes
- Point out the Center for Mathematics and Computing
- Building’s intent is to be the campus center for computing and math, not just a haven for Math/CS majors.

- Mention the Math Skills Center and the magical, mystical, ever-mind-boggling Russ Petricka!
- Over 95% of students have their own computers.
- Wireless access on campus includes dorms and houses, classrooms, and most public spaces
- Mention free printing to all students
- Talk about the computer labs, which are open 24 hours a day Sunday through Thursday and until midnight on Friday and Saturday. Usually no wait for computers. 1 public computer for every 3 students. Most departments also have a computer lab with priority for majors.
- All computers are Macs that boot into both Windows and Mac OS.
- Four other class-oriented labs for Mathematica, Statistics, and Computer Science upstairs
- Explain the SCIC and mention tech support (bring in your computer and they'll fix it) and the Magic Lab (scanners, video editing software, Photoshop on all lab machines on campus)

OUTSIDE

- Point out Eat the Lawn—organic food project, student-initiated, anyone can come and pick fresh local vegetables
- Point out the watertower, views of Lyman Lakes and the rest of campus—additional athletic fields behind Rec Center. Discuss athletics here
 - Varsity sports: NCAA Division III, member of the highly competitive MIAC, list recent sports successes. Discuss the concept of the student-athlete at Carleton (students first, then athletes), 25% of students are Varsity athletes.
 - Talk about the Arb
 - 880 acres of trails for running, walking, nordic skiing, biking
 - free rental of equipment for students
 - frisbee, lacrosse, and rugby fields
 - Hill of Three Oaks (Spring Concert)
- Point out Cowling, and talk about dance studio, gym, pool, indoor tennis court.
- Point out Goodhue, Mai Fete, and Lyman Lakes.

–Turn left and head towards L D C

OLIN

- SUMO screenings in Olin until this year
- Largest lecture hall on campus-NEVER FULL
- Geology and Chemistry departments and labs
- mention Geo field trips.
- Mention the Chemistry department's super-conducting Nuclear Magnetic Resonance spectrometer.
- Hulings houses the biology department and part of the psychology departments' facilities
- shared animal facilities for biology and psychology in the basement
- sleep lab and surgery labs for psychology classes
- an electron microscope
- a confocal microscope
- video stations where students can watch surgeries and interact over video
- Mention the article in the Chronicle of Higher Education declaring Carleton one of the best institutions at which to be an undergraduate female scientist
 - the majority of chem. profs. are female
 - Carleton science majors get awesome firsthand experience conducting research
 - Highlight art gallery in science building. Interdisciplinary.
 - Go down stairs into the Geology hallway and discuss the outdoor lab trips. Also mention the fact that Carleton has the best Geology department in the country.
 - Exit Mudd and head towards Nourse.

NOURSE HALL

- Enter Nourse Hall at the doors nearest to Mudd, describe dorm life in general
 - Carleton is a residential college
 - coed floors except an all women's floor on 4th Nourse

- quiet floors and substance-free floors are available
- all dorms are smoke-free
- lounges, TVs, kitchens, study rooms
- RA’s, floor life, frosh living arrangements/placement procedure, room draw
- Dorms lock with keycards, but students still have access to all dorms at any time
- Nourse 107 is the show room. Open the door and let your group in. They will have questions—don’t get trapped there; stay in the hall.
- Exit Nourse through door closest to the LDC.

LANGUAGE AND DINING CENTER (WHILE WALKING BY)

- Talk about languages on approach/outside
 - All languages under same roof
 - French, Spanish, German, Russian, Latin, Greek, Chinese, Japanese, Hebrew, and Arabic
 - Live international satellite TV, video checkout
 - computer lab with CAN8 software for classes and homework
 - Mention language requirement and testing/placement procedure (we can test all spoken languages, not just the ones offered here)

EAST DINING HALL (DISCUSS OUTSIDE)

- New/improved dining provider – more local ingredients, chosen by students
- Has different stations with different food options including vegetarian/vegan, ethnic, traditional Midwestern, etc.
- Student led initiative to use more local and organic food
- Can feed half of student body per meal
- Mention Burton and snack bar
- As you walk to Cassat, point out Evans and mention the Cave (free concerts featuring student and visiting bands and DJs)

CASSAT

- enter Cassat Hall

- New residence halls modeled after Nourse Hall (college gothic architecture); Memorial with suite-style units and Cassat with more traditional dorm-style units.
- Dorms will have a gold level of certification through the Leadership in Energy and Environmental Design (LEED) Green Building Rating System (aka a very sustainable project)
- Also mention:
 - no fraternities or sororities, but we have interest houses
 - Interest houses include: languages, African-American, ASIA, CANOE, Casa Del Sol, Christian Interest, Culinary Interest, Dacie Moses, Farm House, Greenhouse, Jewish Culture, Multicultural, Science Fiction & Fantasy, Service Interest, and Women’s Awareness, and Queers & Allies
 - must live on campus at least six terms total
 - Exit Cassat through doors closest to Memorial.
 - Walk toward the Chapel.
 - picnics – frisbee
 - studying – broomball/hockey/skating rinks in the winter
 - Mention performing and musical arts while passing by Arena Theater and the Concert Hall.

CHAPEL (ONLY ENTER IF YOU HAVE SUFFICIENT TIME)

- Enter through the back door past the Chaplain’s office. Point out the Chapel schedule and other resources available on the table to the right. Encourage people to take pamphlets. Walk up through the pew area if it’s not in use. (Seats 800-900)
- Mention religious activities
- Carleton is no longer associated with any denomination, although it was founded by the Congregational Church.
- Chapel services every Sunday led by different religious groups (e.g., Buddhist, Hindu, Native American, different types of Christian services), weekly Jewish Shabbat services, weekly Wednesday night Christian vespers
- Active student-led Religious groups of almost every major religion in the world

- Chaplain’s office: chaplain available to all students for confidential conversations
- Convocation
- every Friday, special class schedule
- at opening convo, seniors blow bubbles as professors enter
- speakers from all fields, *give examples you remember*
- lunch and question/answer sessions usually follow
- free and open to the public
- You might also mention:
- Golden Schillers, Halloween Concert, Choir Practices (remember you can talk about things like this at other points in the tour)
- Exit the front doors, walk down College Street towards Weitz Center

WEITZ CENTER

- On the way to the Weitz Center, fill your time by either answering questions or discussing some of the following, many of which will be moved to the Weitz Center from now on:
- Talk about frequency of student performances, usually at least one per weekend, all free. Theater and dance.
- Players shows each term, 2 faculty and 1 guest-directed
- Student Musical Theater (SMuT), other student shows
- Experimental Theater Board (ETB)-- apply for funding and put on your own show
- Sketch and improv comedy groups
- Student-directed Ebony II, Whoa hip-hop dance, and Semaphore faculty-directed dance performances

WEITZ CENTER

- the mission of the Weitz Center is to serve as a working laboratory for creativity; thus, the building is not just an arts building, but will serve a variety of purposes across the whole of the Carleton academic curriculum
- will house Cinema and Media Studies, Theater and Dance, and faculty offices

- features: a state of the art theater, movie auditorium, dance theater and studio, teaching museum, film production studios, digital resource center, multi-digital and video resources classrooms, cafe, study lounges
- will be available for both planned and impromptu gatherings of not only faculty and staff, but also Northfield community members and visitors (location of WC helps with this)
- aiming for a silver LEED certification (which is actually quite impressive given that the original building was built in 1910)

This is officially the end of the tour, so make sure to ask if anyone has any final questions. Invite them to stay at the Weitz Center and look around as much as they would like; otherwise, if they are going back to Admissions, offer to escort them.

OUTSIDE

- Walk back towards Admissions via Union Street
- Point out easy access to Division Street and downtown.
- Northfield has an active downtown with several restaurants and a grocery store in walking distance.
- Coffee shops with free wifi, antique stores, used clothing and books
- Inexpensive busses through Northfield lines, stopping at Carleton and St. Olaf as well as popular downtown locations like the Mall of America and the airport, as well as a free local bus and the option of participating in the new WeCar car sharing program (like zipcar)
- Mention town houses and point out Dacie Moses
- Nine townhouses housing 100 students in apartment style complex; each complex houses 3-6 students

ADMISSIONS AGAIN

- Ask if anyone has any final questions
- Give them your card and refer any unanswered questions to the Admissions people.

- Remind them to fill out tour evaluation forms and return umbrellas.
- THANK THEM FOR COMING!!!**
- RETURN YOUR KEY.

Whew! This is a lot to say in a one-hour tour, and there is no way you can say it all. Part of the fun, though, is creating your own style. Always cover bolded info, but otherwise decide what you think is most important to talk about, and also try to gauge what your tourees want to hear. Don't worry if you don't get everything in!

THANK YOU! The opportunity to see the campus and meet you, a real live student, is very important to prospies. In some cases, you will be the only current student they will meet, so you can have a big impact. Have a lot of fun, and let us know if you have questions, comments or suggestions. Thanks again!

ADMISSIONS OFFICE CONTACTS

Rhemi Abrams-Fuller, Admissions Counselor	x4516	rfuller
Turner Wadington, Tour Guide Coordinator	x4256	wadingtt
Mitchell Campbell, Host Coordinator	x5309	campbelm
Casey Silver, Schiller Society President	x4655	silverc

And Just For Fun...

- 1866 Decision to found Northfield College made by community of Minneapolis Congregational Church Conference
- 1870 Rev. James B. Strong became President, went east to raise funds
- 1871 William Carleton, Charlestown, MA, contributed \$50,000
- 1872 Willis Hall, first building, now on National Register of Historic Places
- 1878 First astronomical observatory built (James Hill)
- 1879 Fire guts Willis Hall, rebuilt the following year
- 1881 Williams Hall, used Department of Natural Sciences, where Leighton Hall now stands
- 1883 Gridley Hall for women, where Arena Theater & Concert Hall now stands

- 1887 Goodsell Observatory, now on National Register of Historic Places
- 1896 Scoville Hall, housed library, now on National Register of Historic Places
- 1905 Laird Hall of Science
- 1910 Sayles-Hill Gymnasium
- 1912 College acquired several farms adjacent to campus, which supplied goods until 1964; also constructed George Huntington Lyman Memorial Lakes
- 1914 Old Music Hall 1916 Skinner Memorial Chapel, now on National Registry of Historic Places (people always ask about this one)
- 1917 Nourse Hall
- 1921 Completion and dedication of Leighton Hall
- 1927 Margaret Evans Hall, Laird Stadium
- 1928 Severance Hall, Faculty Club (3 houses)
- 1949 Boliou Memorial Art Building
- 1954 Student Union at Willis rededicated to men killed in WWII
- 1956 Carleton Library (Current Location)
- 1958 Musser and Myers, fourth Myers added 1961
- 1961 Olin Hall of Science
- 1962 Goodhue Hall
- 1964 West Gym
- 1965 Elizabeth Cowling Recreation Center
- 1967 Watson Hall
- 1971 Music & Drama Center
- 1975 Seeley G. Mudd Hall of Science
- 1978 Leighton Hall of Chemistry rededicated
- 1979 Renovation of Sayles-Hill into student center
- 1983 Remodeling and rededication of Carleton Library
- 1992 Johnson House/Alumni Guest House
- 1992 Phase 1, Boliou expansion & remodeling
- 1993 Completion of Center for Mathematics and Computing
- 1995 Completion of Hulings Hall and Phase 2, Boliou expansion & remodeling
- 1996 Carleton Library renamed Lawrence McKinley Gould Memorial Library
- 1998 Renovation of Nourse

- 2000 Recreation Center completion
- 2000 President Clinton is commencement speaker
- 2001 Completion of Language and Dining Center
- 2001 Nine townhouses open
- 2003 Renovation of Sevy
- 2003 Addition of Movable Stacks in the Libe
- 2004 Renovation of Watson
- 2009 Memorial and Cassatt Halls open
- 2011 Weitz Center for Creativity open

FOR FURTHER READING:

- The “Cobwebs” conference on Caucus has lots of Carleton information, including an “Ask the Archivist” service where you can post questions and get answers from Eric Hillemann, the College Archivist: <http://caucus.carleton.edu/Cobwebs/>
- The College Archives webpage at <http://www.acad.carleton.edu/campus/archives/> has lots of interesting information.
- You may enjoy skimming *Carleton: The First Century*, by Headley and Jarchow. It includes factual information and entertaining student life stories from years ago. Yes, it’s available in the Libe, as well as the Bookstore.

Revised September 2010 by Kate Trenerry

Revised September 2009 by Julia Rindler

Revised September 2011 by Rhemi Abrams-Fuller