

CARLETON COLLEGE  
SCHILLER SOCIETY



THE KEY TO THE CAMPUS  
TOUR  
2009-2010

Admissions office:  
x4190

Tour Guide Coordinator 2009-2010:  
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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 prospectives 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. This is what tours expect. So if you say "the food is okay" they will translate this 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 (Arboretum, Library, Intramurals, Center for Mathematics & Computing).

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

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

**Don't** wear flip-flops if you intend to walk backwards.

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

**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** accept Facebook friend requests or other similar social network requests from people you gave tours to.

*And finally...*

**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, or in Evans because it was built in columns to prevent girls from gossiping and they've tried to renovate it but then the endowment took a hit in the tech crash and...

## 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?
- Is there much drinking on campus?
- Is this a safe campus?

## BASIC TOUR OUTLINE—POINTS TO HIT

Admissions Office

Chapel

Hulings

Arena Theater

Cassatt Hall

Bell Field

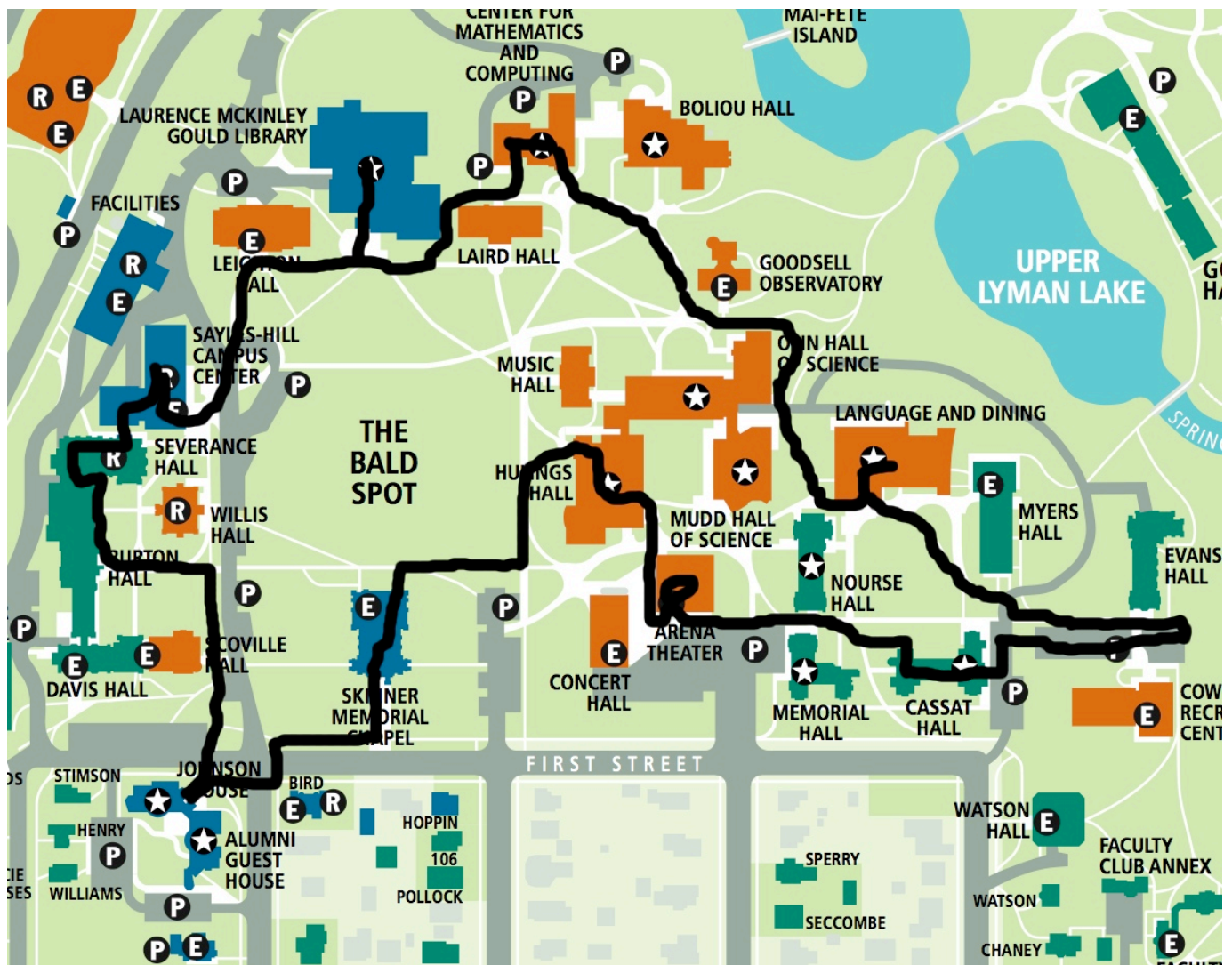
LDC

CMC

Libe

Sayles

Sevy/Great Hall



## GUIDE TO THE SCHILLER SOCIETY TOUR

The following is the procedure of a typical Schiller Society tour. It contains suggestions for the route to take, things to talk about, when and where to say them, and other useful information. However, this is by no means *the* way to give a tour. Please feel free to work out your own style. Each tour will be different depending on the tour guide and the visiting group. If you don't know much about certain buildings, departments, or activities, *please* ask Admissions staff or your Schiller officers!

### ADMISSIONS

- Greet people and introduce yourself by name, graduation year, major, and hometown.
- Find out names, hometowns, and areas of academic and extracurricular interest of the prospective students.
- Get parents' names as well. It makes them feel welcome.
- While crossing the street to the Chapel, 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

### CHAPEL

- Enter through the front door. 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 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
- open to the public
- You might also mention:
  - DVD Fest, Halloween Concert, Choir Practices (remember you can talk about things like this at other points in the tour)
- Walk through the back of the Chapel, past the Chaplain's office and exit through the back door. Point out Chapel schedule and other resources available on the table outside Chaplain's office. **Encourage people to take pamphlets.**
- Walk toward Hulings, pointing out the Bald Spot
  - picnics                      - frisbee
  - studying                   - broomball/hockey/skating rinks in the winter
- Now might be a good time to talk about distribution requirements and the trimester system
- Or, you might want to talk about club sports

## HULINGS

- Walk into Bald Spot entrance of Hulings and walk into main hallway
  - 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
- Point out a lab**
- 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 first hand experience conducting research

- Exit through door facing amphitheater and walk toward Arena

## MUSIC & DRAMA CENTER

- Walk past Concert Hall to Arena unless you have a specific reason to go to the Concert Hall instead.
- Music, theater, and dance not just for majors—easy to get involved
- CONCERT HALL (IN PASSING)**
- Seats 500. Used for concerts, recitals, and lectures, dance performances, a cappella
- You also might want to talk about self-scheduled exams here.
- Art Gallery** with rotating student, faculty, and guest exhibits—not just Carleton art, also pieces from museums, etc.
- Orchestra rehearsal room and practice rooms**
- Costume/prop/dressing rooms which connect to the Arena Theater underground

## ARENA THEATER

- Enter Arena Theater, and go upstairs to upper ring.
- Seats 450. Seats on carts (lower ring) can be moved around. Scene shop in back. Light/sound booths on east side.
- 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
- Exit Arena Theater and head toward Memorial and Cassatt

## CASSATT/DORM LIFE

- As you walk past Memorial, describe **dorm life in general**
  - coed floors except an all women's floor on 4<sup>th</sup> 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
- 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
- dorms lock with keycards, but students still have access to all dorms at any time
- small number of seniors permitted to live off campus in town
- Enter Cassatt Hall
  - New residence halls modeled after Nourse Hall (college gothic architecture); one with suite-style units and the second 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)
  - Try to show a dorm room here**

## BELL FIELD

- Point out **Evans**; mention the Cave (free concerts featuring student and visiting bands and DJs)
- Walk up to **Bell Field**
  - traying                      - field hockey      - tennis courts
  - soccer                        - softball              - frisbee
- 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.
- Point out the **Rec Center** (encourage tourees to visit later if they have time)
  - rock climbing wall                      -- weight room

- indoor 6 lane track                      -- racquetball courts
- basketball/volleyball/tennis courts -- indoor putting green
- aerobics/dance/martial arts studio
- Also mention **West Gym and Stadium**: pool, gym, wrestling room, weight room, indoor and outdoor tracks

## LANGUAGE AND DINING CENTER

- Talk about **languages** on approach
- 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

### **Go inside and look at dining area**

#### *EAST DINING HALL*

- 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**

## OUTSIDE

Walk toward path that goes between Mudd and LDC, approaching CMC

- Geology and Chemistry departments and labs in **Mudd**
  - mention Geo field trips.
  - Mention the Chemistry department's super-conducting Nuclear Magnetic Resonance spectrometer.
- Point out the **wind turbine** while walking past lake, talk about composting (maybe point to bins behind LDC), sustainability, etc—
- Olin** holds the Psychology and Physics and Astronomy departments.
  - Mention Olin 149. The school's largest lecture hall seats 200 and is *never* full for classes, but is usually full for free SUMO and Film Society movies (give examples of recent movies).
- Point out Goodsell Observatory**

- American Studies, Linguistics, ENTS (new major!), meteorite collection
- 16-inch visual refractor telescope which was the 12th largest in the world when Goodsell was built (1887)
- open houses each month open to students and Northfield community for looking at the stars, comets, meteor showers
- six piers outside on the east lawn for telescopes
- Point out Boliou while walking by.**
  - houses the **Art and Art History** departments
    - Carleton has a Studio Art major as well as Art History
  - small gallery and studios for painting, drawing, woodworking, metal, ceramics which are open to all students
  - mention that Boliou is built down into the hill and is therefore larger than it looks – the back wall is all windows overlooking Lyman Lakes
  - Boliou was recently expanded and remodeled. More studio space, updated facilities including a new photography studio and an expanded art history slide library. Also, the auditorium has been remodeled and updated, and many evening speakers come there.
- Point out Eat the Lawn**—organic food project, student-initiated, anyone can come and pick fresh local vegetables
- Walk toward CMC

## CENTER FOR MATHEMATICS AND COMPUTING

- Walk through the lobby toward the **computer labs**.
- 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 (but you don't need to describe GoPrint in detail)
- talk about the Windows and Mac 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 Macs on campus now boot into both Windows and Mac OS.
  - Four other class-oriented labs for Mathematica, Statistics, and Computer Science upstairs
  - Walk to 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)
  - Leave through door by SCIC, point out outdoor classroom, and walk behind Laird

#### OUTSIDE (DISCUSS LAIRD)

- 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
- Once toward the front of the building talk about the President's Office and the Dean of the College's office.
- Dean of the College sponsors student research fellowships, Buddhist pilgrimages in Japan, horse trekking in Mongolia, etc.
- President Oden** has weekly student office hours, speaks nine languages, says hello to all students, basically is amazing

#### LIBRARY

- Go in the front door of the Libe and stand in the lobby while talking, or speak outside
- 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
- Exit through the front door and walk toward Leighton.

## OUTSIDE

- Point down the path to the Old Music Hall, and mention the **Music Department** and the fact that anyone, not just music majors, can take lessons and be involved in orchestra, band, choir, etc.
- Walk in front of **Leighton**
  - History, Medieval and Renaissance Studies, Sociology/Anthropology, Religion, Philosophy
    - Theses disciplines are also 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
  - Business Office
  - Study abroad: 66% of students study abroad during their time at Carleton
    - Carleton offers 10-week programs in almost every department, but also accepts outside study-abroad programs (semester length matches perfectly with the long winter break)

## SAYLES-HILL

- Used to be a gymnasium, now the student center.
- Point out the post office and go up the stairs before the snack bar.
- Mention Campus Publications, KRLX (anyone can have a radio show), Lounge Space/Computer Lab, CSA Offices
- Walk around corner and point down to **Great Space**
  - hanging out
  - flowers on Friday

- studying
- bookstore
- Snack Bar (now with taqueria, also recently updated according to students' preferences)
- dances
- Walk back through upper Sayles and show Sayles 251, 252, or 253 if one is open; then walk down stairs by Campus Activities
  - ACT office** (about 1/3 of students participate)
  - 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, 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 back past Great Hall, point to stairs where Burton Dining Hall is; exit through door right before Burton

## OUTSIDE

- Point out Severance, Burton and Davis.**
- Ground Davis holds “Wellness Center” which comprises Health Services, Counseling Center, and Options Offices (SWAs).
- Point out **Willis Hall**, Carleton's oldest building containing
  - Educational Studies—a popular concentration for students in several 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
- Point out **Scoville** on approach and then in front:
  - Cinema and Media Studies
    - Now a major. Just added new faculty.
    - A CAMS project, *Disconnected*, just finished touring national film festivals and was an official selection at several, including the San Francisco International Documentary Festival and the Philadelphia International Film Festival
  - Gender and Sexuality Center (GSC)
  - Office of Intercultural Life (OIL)
  - International Students Office
  - Media Services
  - Write Place and Speakeasy academic support
- Point out Musser on the way back to the Admissions Office.
  - Mention town houses and point out Dacie Moses
  - Nine townhouses housing 100 students in apartment style complex
  - Each complex houses 3-6 students
- Point out easy access to **Division Street**
  - Suggest checking it out post-tour if families have time
- 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)

#### 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.**

***THANK THEM FOR COMING!!!***

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. Decide what you think is most important to talk about, and also try to gauge about 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

Katie Jumbe, Admissions Counselor	x4516	kjumbe
Michael Groeneman, President	x4944	groenemm
Hannah Button-Harrison, Hosting Coordinator	x4567/x7191	buttonhh

#### 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 Registry 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 Registry of Historic Places
- 1896 Scoville Hall, housed library, now on National Registry of Historic Places
- 1905 Laird Hall of Science
- 1910 Sayles-Hill Gymnasium
- 1912-19 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

## 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.

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Revised September, 2008 by Leah Karels  
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Revised September, 2006 by Tommy Walker  
Revised September, 2005 by Scott Konzem