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## Summer Academic Programs Office

Bird House (Corner of 1<sup>st</sup> and College St.) | 8:00a.m.- 5:00p.m.

*Summer Academic Programs staff will be at a hospitality table in the entryway of the dining hall during all meals to answer any questions/concerns.*

### Matthew Klooster

Director of the Summer Teaching Institute

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### Summer Programs Staff:

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For After-Hours Assistance.....(507) 649-2400

Fire, Police, or Ambulance.....911

Other Emergencies.....(507) 222-4444 (Campus Security)

Non-Emergency Medical Assistance.....(507) 663-9000 (Allina Clinic)

*If using a campus phone, dial 9 first before the rest of the number.*

# 2019 Schedule of Events

## Monday, June 24

3:00-6:00 p.m.	Residential check-in, Skinner Memorial Chapel
5:30-7:00 p.m.	Dinner, Language and Dining Center (LDC)
7:00 p.m.	Optional campus tour departs from Chapel

## Tuesday, June 25

6:30 a.m.	LDC open for coffee (residential participants only)
7:15-8:30 a.m.	Breakfast in the LDC (residential participants only)
7:30-8:30 a.m.	Check-in for commuter participants, Chapel
8:30-9:00 a.m.	Opening Meeting, Chapel (all participants)
9:00 a.m.-Lunch	Class, see room assignments on pgs. 6-7
11:45-1:30 p.m.	Lunch (see <i>Coffee Breaks &amp; Lunch Breaks</i> (pg. 4)), in Language and Dining Center (LDC)
After Lunch-5:00 p.m.	Class
5:30-7:00 p.m.	Dinner, LDC (residential participants only)
7:00-10:00 p.m.	Study time - some evening activities may be required by individual instructors (Tuesday-Thursday)
8:30 p.m.	Trivia @ Froggy Bottom's River Pub, 307 Water St. S.

## Wednesday, June 26

6:30 a.m.	LDC open for coffee (residential participants only)
7:15-8:30 a.m.	Breakfast, LDC (residential participants only)
8:30 a.m.-Lunch	Class
11:45-1:30 p.m.	Lunch (see <i>Coffee Breaks &amp; Lunch Breaks</i> (pg. 4)), in Language and Dining Center (LDC)
After lunch-5:00 p.m.	Class
5:30-7:00 p.m.	Dinner, LDC (residential participants only)
7:00-9:00 p.m.	Social Gathering, Wines-day (LDC) <i>**Join us for dinner, wine, and games</i> <i>**Two free drink tickets will be provided</i> <i>**Games and music provided</i>
7:00-10:00 p.m.	Study time - some evening work may be required by individual instructors (Tuesday-Thursday)

# 2019 Schedule of Events (continued)

## Thursday, June 27

6:30 a.m.	LDC open for coffee (residential participants only)
7:15 a.m.-5:00 p.m.	Same as detailed Wednesday schedule (pg. 2)
5:00 – 5:45 p.m.	What's My Recommendation Worth? LDC 104 <i>**Paul Thiboutot, Vice President and Dean of Admissions &amp; Financial Aid will talk about the highly selective admissions process and explain how a teacher's recommendation can impact the decision process.</i>
5:30-7:00 p.m.	Dinner, LDC (residential participants only)
7:00-9:00 p.m.	Lawn Games and Social Hour @ Boliou Patio <i>**Patio space between Boliou and CMC **Beer, refreshments, and snacks **Sayles-Hill will be the rain location</i>

## Friday, June 28

6:30 a.m.	LDC open for coffee (residential participants only)
7:15 a.m.-4:00 p.m.	Same as detailed Wednesday schedule (pg. 2)
4:00 p.m.	Check-out for commuter participants <i>**Key cards will be collected by your consultant in the classroom prior to release from class.</i>
4:00 p.m.-6:00 p.m.	Check-out for residential participants <i>**Check-out including key and key-card returns will take place in your residence hall lobby</i>
<b>**Special Note**</b>	<b>No dinner served</b>

## Saturday, June 29

8:00-10:00 a.m.	Check-out for Residential Participants who did not check out on Friday <i>**Bird House (corner of College &amp; 1st St)</i>
<b>**Special Note**</b>	<b>No breakfast served</b>

**Certificates will be emailed or mailed to participants based on preference designated on STI grade contract. Failure to return keys and/or key card will result in withholding of certificate until lost fees are paid.**

More information on check-out procedures and early departure - pg. 5

## Coffee Break Information

Instructors will release you for a 15-minute break (only Wed-Fri) for coffee. Locations listed below:

### **LDC (LDC Dining Hall)**

9:45-10:45am

### **CMC (main lobby)**

9:45-10:45am

*\*\*also Boliou workshops*

### **Leighton (first floor hallway)**

9:45-10:45am

### **Weitz Center (main entrance)**

9:45-10:45am

## Lunch Break Information

Since we serve everyone out of one dining hall, this schedule has been created to help the traffic flow throughout the lunch hour.

Please anticipate transit time from your classroom to the dining hall and arrive at your designated time.

### **11:45am-12:30pm**

Art & Design

Economics

English Lit: First

English Lit.: Advanced

Gov't & Politics: Comparative

Human Geography

### **12:00pm-12:45pm**

Calculus AB: First

Calculus AB: Adv. Topics

Calculus BC

English Lang & Comp.: First

Music Theory

US History

### **12:15pm-1:00pm**

Computer Science A

Computer Science Principles

English Lang & Comp: Advanced

European History

Gov't & Politics: U.S.

Spanish Lang. & Culture

### **12:30pm-1:15pm**

Psychology: First

Psychology: Advanced

Statistics

World History: First

World History: Advanced

# Check-Out Procedures

*Keys and key cards must be returned at the end of the workshop and prior to your departure from campus. Failure to return or loss of key will result in a \$75 charge for a lock change. Failure to return or loss of a key card will result in a \$20 replacement fee. Certificate and transcript will be placed on hold until key and key card are returned or lost fees are reconciled.*

## **Residential Participants:**

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You may check out on either Friday or Saturday.

### **Friday, June 28**

4:00 p.m.-6:00 p.m.      Check-out for residential participants

*\*\*In residence hall lobby*

*\*\*No dinner served*

### **Saturday, June 29**

8:00-10:00 a.m.      Optional check-out for residential participants

*\*\*Bird House, corner of 1st and College St.*

*\*\*No breakfast served*

## **Commuter Participants:**

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You will be asked to give your key card to your instructor prior to leaving class at 4PM on Friday.

### **If you are leaving early:**

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Any participant (residential or commuter) leaving early will need to turn in their key/access card in the LDC at the hospitality table during lunch or dinner. If you leave early, you will not be eligible to earn graduate credit (see 'Grade Contract Form' for more details). We will record the time of your departure/check-out in order to adjust the workshop hours on your Certificate. The Certificate will be emailed or mailed to your home address following the Institute.

**NOTE: If you have an outstanding balance at the end of the Institute, you will be handed a Statement of Account that will need to be paid before receiving a Certificate.**

# Workshop Room Assignments

*This will be your classroom for all class periods, Tuesday-Friday.*

Art & Design, <i>Alison Youkilis</i> .....	Boliou 104
Calculus AB: 1st Time, <i>Rose Gundacker</i> .....	CMC 110
Calculus AB: Advanced Topics, <i>Tim Zitur</i> .....	CMC 210
Calculus BC, <i>Ruth Dover</i> .....	CMC 102
Computer Science A, <i>Dave Musicant</i> .....	CMC 306/CMC 319
Computer Science Principles, <i>Bob Juranitch</i> .....	CMC 209
Economics, <i>Richard Trinker</i> .....	Leighton 330
English Lang: 1st Time, <i>Jeff Blair</i> .....	Weitz 132
English Lang: Advanced Topics, <i>Greg Jones</i> .....	Weitz 133
English Literature & Comp.: 1st Time, <i>Judith Nevil</i> .....	Weitz 136
English Lit. & Comp.: Adv. Topics, <i>Abbie Fishman</i> .....	Weitz 235
European History, <i>Todd Beach</i> .....	Weitz 231
Government & Politics: Comparative, <i>Dan Hoppe</i> .....	Leighton 301
Government & Politics: US, <i>John Unruh-Friesen</i> .....	Leighton 304
Human Geography: 1st Time, <i>Ann Linsley</i> .....	Weitz 233

# Workshop Room Assignments

*This will be your classroom for all class periods, Tuesday-Friday.*

Music Theory, <i>Ron Rodman</i> .....	Weitz, Shackel Hall
Psychology: 1st Time, <i>Kent Korek</i> .....	LDC 302
Psychology: Advanced Topics, <i>Charlie Blair-Broeker</i> .....	LDC 330
Spanish Lang. & Culture, <i>Jennifer Zachman</i> .....	LDC 335
Statistics, <i>Chris True</i> .....	CMC 206
United States History, <i>Jay Hobenstein</i> .....	Weitz 230
World History: 1st Time, <i>Branden Stuart Schield</i> .....	Leighton 236
World History: Advanced Topics, <i>Eric Hahn</i> .....	Leighton 202

**Additional group study spaces are available in the following locations from 7AM-7PM, daily:**

Leighton 426

LDC 104, 345

Weitz 131, 236

**Building Key:**

**Boliou = Boliou Hall**

**CMC = Center for Math & Computing**

**LDC = Language & Dining Center**

**Leighton = Leighton Hall**

**Weitz = Weitz Center for Creativity**

## Graduate Credit

Summer Teaching Institute participants have an option to earn 1.33 graduate semester credit hours (equivalent to two Carleton quarter credits) at no additional cost. Participants must complete the “Grade Contract Form”, which the consultant will provide. Participants can indicate on their “Grade Contract Form” whether they would like to receive an electronic version of their transcript by email or a hard copy sent through USPS. **Emailed transcripts are sent via an encryption service called ScripSafe and are time sensitive.**

Participants who choose to pursue graduate credit must **both participate full-time (30 hrs total) in their respective workshop AND complete a final project (at least 28 hrs of additional work) as determined by their instructor.** Final grades will be given on an A-F scale. All participants will receive a mailed transcript after grades have been recorded. If you have to miss any part of the Institute, we will reduce the hours of participation listed on the certificate, and you will not be eligible to receive graduate credit.

## Campus Equity Policy Statement

The College Board strongly encourages educators to make equitable access a guiding principle for their AP programs by giving all students the opportunity to participate in AP. We encourage the elimination of barriers that restrict access to AP for students from ethnic, racial and socioeconomic groups that have been traditionally underserved. Schools should make every effort to ensure that AP classes reflect the diversity of their student population. The College Board also believes that all students should have access to academically challenging course work before they enroll in AP classes, which can prepare them for AP success. For more information about Equity and Access in principle and practice, e-mail [cbequity@collegeboard.org](mailto:cbequity@collegeboard.org).

## Campus Sexual Misconduct Policy

All program participants and campus visitors are expected to abide by Carleton’s Sexual Misconduct Policy, which can be accessed online at: [apps.carleton.edu/dos/sexual\\_misconduct](http://apps.carleton.edu/dos/sexual_misconduct)



# Campus Resources

*All hours listed below are Monday-Friday*

**Bookstore & Convenience Center, Sayles-Hill.....**8:30 a.m.- 4:30 p.m.

**Computer Labs, (available upon request).....**8:00 a.m. - 5:00 p.m.

**ITS Helpdesk (ext. 5999), CMC 106-107.....**8:00 a.m. - 5:00p.m.

**Library.....**8:00 a.m.- 5:00 p.m.

**Post Office, Sayles-Hill.....**8:00 a.m. - 4:00 p.m.

**Print Services, Leighton Hall (basement).....**8:00 a.m. - 4:00 p.m.  
(copying and duplicating services available)

**Rec Center.....**6:30 a.m.- 7:00 p.m.

-Arboretum open with running & walking trails

<https://apps.carleton.edu/campus/arb/location/>

**Sayles-Hill Café, Sayles-Hill.....**8:00 a.m.- 1:30 p.m.

**Vending machines in Leighton Hall (basement - under stairs),  
Sayles-Hill (front entry), Laird Hall (lower level)**

**ATM available in Sayles-Hill (Wells Fargo/First National Bank)**

## Carleton Access Cards

**Residential Participants:** Your Access Card is for entrance to your residence hall and the dining hall. Residence hall access cards and room keys must be returned during check-out on Friday, June 28 to your residence hall lobby check-out station or Saturday morning in Bird House (corner of 1st/College St.) from 8:00a.m. - 10:00a.m.

**Commuters:** Your Summer Academic Programs Access Card is for admittance to lunch only. Your card will not work for any other meal and must be given to your consultant at the end of class on Friday afternoon prior to your departure from campus.

*All participants will be charged \$20 for access cards and \$75 for keys if not returned (or lost keys) at the end of the Institute.*

# Computer & WiFi Access

## **Guest WiFi Log-in Information:**

As a guest of the college, you will have access to the wireless network named “Carleton Guest”. This network is open and is not encrypted; transmissions are NOT secure. If you are having trouble connecting, call the **Carleton ITS HelpDesk at (507) 222-5999**.

- 1) On your wireless computer/device, select the network called “Carleton Guest”
- 2) Next, open your web browser
- 3) If you HAVE NOT previously registered your computer / device on our network, you will be redirected to a page that will walk you through the registration process. In case the page does not come up automatically, go to *connect.carleton.edu*.
- 4) Choose third option that says “Temporary access without registration” - once you accept, you will have access for 7 days.

## **Log-in Details for Carleton Computers/Labs:**

STI participants who wish to use Carleton’s public computer labs or classroom computers should use the following log in information:

Username: friend

Password: cowscollegescontent

# Local Restaurants, Coffee Shops, & Pubs

*Basil's Pizza Palace: 5pm-1am*

301 Water Street South || 507-663-1248 || basilspizza.net

*Carbone's Pizza & Sports Bar: 11am-1am*

620 Water Street South || 507-645-2300 || carbonenorthfield.com

*Chapati: 11:30am-2pm, 5-9pm*

214 Division Street South (in Archer House) || 507-645-2462

*Contented Cow Pub: 3pm-12am*

302 Division Street || 507-663-1351 || contentedcow.com

*Froggy Bottom's River Pub: 11am-1am*

307 Water Street South || 507-301-3611 || froggybottoms.com

*Goodbye Blue Monday Coffeehouse: 6am-9pm*

319 Division Street || 507-663-6188 || gbmcoffee.com

*Hideaway Coffeehouse & Wine Bar: 6am-10pm*

421 Division Street || 507-664-0400 || thehideawaynorthfield.com

*Hogan Brothers' Acoustic Cafe: 11am-8pm*

415 S Division Street || 507-645-6653 || hoganbros.com

*Imminent Brewing: Thursday/Friday, 4-11pm*

519 Division Street South Unit 2 || imminentbrewing.com

*Reunion Restaurant & Bar: 4pm-10pm*

501 Division Street || 507-336-1337 || reunionofnorthfield.com

*Smoqehouse: Monday-Saturday, 11am-7pm*

212 Division Street South || smoqehouse.com

*Tandem Bagels: 7am-5:30pm*

317 Division Street South || 507-786-9977 || tandembagels.com

*Tanzenwald Brewery Company: 3-10pm*

103 Hwy 3 North || 507-366-2337 || tanzenwald.com

*The Tavern: 6:30 am-9pm*

212 Division Street || 507-663-0342 || tavernofnorthfield.com

# Notes