Dear Summer Teaching Institute Faculty,

Welcome to the 38th Carleton College Summer Teaching Institute. Thank you for your willingness to be part of our institute that has served over 7,000 teachers. I am looking forward to working with you. We are planning to offer another large number of courses this year. In addition to our June institute, we will continue to offer limited courses in July to respond to the need for workshops after a course has been redesigned and for the most populated AP workshops.

WORKSHOP AND WEBSITE INFORMATION

DUE THURSDAY, JANUARY 4, 2018:

COMPLETE ONLINE FORM: https://apps.carleton.edu/summer/teaching/consultant/form/
  • When submitting the form, please only click it once and wait for the confirmation.

PHOTO, BIO AND COURSE DESCRIPTION FOR WEBSITE (email to bvivant@carleton.edu)
  • Please include a photo, short biography (you will submit your photo and biography in the information form online), and a course description for our website. If you do not want your picture on our website, please let Beth know. The course description is one of the most important pieces of all your submissions. We post this on our website as our form of marketing your workshop. Please be descriptive enough of your workshop that it allows teachers to make an informed decision (and hopefully persuade them) to register for the workshop. If you would like examples, please email Beth.

INFORMATION FROM CONSULTANTS TO PARTICIPANTS

DUE THURSDAY, JANUARY 18, 2018:

COURSE LETTER TO PARTICIPANTS – (email to bvivant@carleton.edu)
  • Each year, we send out information to participants who enroll in the institute; this includes a letter from you that should include a brief overview of what they can expect for the week, as well as a list of texts you require or suggest they have for the week of the institute. You can also include information about yourself as well as what the final assignment will be for those who choose to take the course for credit. Some instructors have asked participants to send them back an information sheet as a part of this letter. If this is something you would like to do, we encourage you to utilize a google form to have people complete those requests. You’ll get a much better yield on your requests as all of our materials are emailed to participants. If you are teaching the course with another instructor, you should write this letter together. If you would like a copy of last year’s letter, please email Beth.

INFORMATION FOR THE COLLEGE BOARD

DUE THURSDAY, APRIL 18, 2018:

COURSE SYLLABUS (used for College Board audit process, email to bvivant@carleton.edu)
  • This should include the coursework that will be completed during the week of the institute. I use this information when I am talking to potential participants and also for the College Board should they audit our institute.
WORKSHOP PREP INFORMATION

DUE WEDNESDAY, JUNE 13, 2018 (JUNE INSTITUTE) / WEDNESDAY, JUNE 20, 2018 (JULY INSTITUTE)

PHOTOCOPYING JOBS due to the Summer Academic Programs Office
- If you have any printing/copying needs, please send those to me as soon as possible. We will copy all materials for you and deliver them to your classroom. I cannot guarantee that they will be ready for your first class if they are not into our office at least one week before the start of the institute. Please be sure to add any special printing instructions (back-to-back, color of paper, type of paper, binders, three-hole punched, etc.). The more detailed your instructions, the better product we can produce for you. We will also copy projects during the institute (including materials from the most recent readings). **We'll send an invitation to submit copy projects via an online form closer to the institute.**
- As we are making strides in our office and on campus to be greener, we would like to extend this same invitation out to you as well. If you are requesting materials to be printed as a reference for the teachers when they go back to their schools, please consider distributing them electronically. We have had great success distributing materials on CDs, flash drives or through cloud-based servers. Of course, we are happy to copy any materials you plan to use in class. Increasingly, teachers have requested to receive materials that you intend for them to use in their own classroom electronically. If you would like to distribute some or all of your materials electronically, please send a CD or flash drive with the materials you would like distributed along with any copying special instructions (CD or flash drive, file order, etc). We will have those materials copied and return your original the day you arrive at the institute. If you have any questions about this process, please let me know.

TEXTBOOKS DUE ON CAMPUS
- Some instructors like to contact publishers for free desk copies of texts. If you are able to get free copies of books or any other materials, you can have them sent to the Carleton address below, and we will deliver them to your classroom for the start of your class. Our office has some books from last year’s workshops stored, and we will plan to bring those books out for the institute. We would appreciate it if all books be delivered to our office by June 14. When requesting texts, please have them sent to the following address:

Katie Lauer (instructor name-July/June Institute)
Carleton College
One North College Street
Northfield, MN 55057

INSTITUTE DETAILS:

Monday, June 25/Monday, July 9: Consultants can arrive on campus for room set up and housing
Tuesday, June 26/Tuesday, July 10: Opening meeting in LOCATION TBA
Thursday, June 29/Thursday, July 13: End of Institute
Monday, July 30: Projects are due to instructors
Monday, August 6: Grades are due from all consultants

The Summer Teaching Institute will open on Tuesday, June 26/Tuesday, July 10 with a general institute meeting at 8:30 a.m. The June and July institutes will offer classes Tuesday through Friday. Each class is limited to 30 participants, unless otherwise coordinated with Katie. If a situation arises where we may need to allow in additional participants, Katie will contact you before adding additional people.
HOUSING:
If you are not commuting back and forth to the institute, we will assign you a single room (double if you would like to share with someone) in one of our central air-conditioned rooms. If you prefer a specific residence hall or townhouse, please indicate that on the bottom of the form. Housing is available the night before the first class and the last night of the institute.

TRANSPORTATION:
I will e-mail you another form to complete if you indicated that you were going to fly when I am ready to start booking flights. Your ticket will be taken care of by me, and I will communicate with you when I am purchasing it to make sure the times work alright. When you arrive at MSP, one of my student workers will be there to pick you up, and you will receive an e-mail with the information you will need for both your ticket and transportation to Northfield at least a week before the institute.

GRADUATE CREDIT:
We offer graduate credit to those who choose to take any of our courses. All participants will fill out a grade contract during the institute indicating whether or not they want to take the course for credit. If they want credit, you are responsible for giving them a final assignment.

Please keep in mind that this project is in addition to the week-long institute the teachers attended. It should be something worthy of a graduate class assignment as the teachers are awarded 3 graduate credits (equivalent to 2 semester graduate credits) for the course. Examples of projects past instructors have assigned include: a demonstration of new information or concepts learned during the institute, a new unit or series of units based on new content or a new instructional method, or content-area and AP course specific projects (incorporating new labs, new novels, primary source material, preparing students to succeed on the AP Exam, etc). PARTICIPANTS MUST ATTEND ALL CLASS SESSIONS IN THEIR ENTIRETY TO RECEIVE GRADUATE CREDIT.

It has been a wonderful past 11 years of working with Carleton’s Summer Teaching Institute, and I am eager to see the positive changes Katie will bring to the institute. If you would like to reach me in the future, I can be reached at jeremyupdike@gmail.com or 763-772-6075. Katie will be a fantastic Director, and I encourage you to reach out to her at klauer@carleton.edu with any questions or concerns you have about this year’s institute.

Sincerely,

Jeremy Updike & Katie Lauer