Carleton College
Schiller Society

The Key to the Campus
Tour
2010-2011
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. 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.
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
Boliou
LDC
Bell Field
Cassat
Nourse (dorm room)
Arena
Hulings
Chapel
Admissions
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 2010-11 has been reversed! Please implement these changes as it will make for a more cohesive tour and help prevent skipping over essential information, should you be pressed for time. The tour is now divided into several distinct categories: student life/organizations, academics, (humanities then sciences), 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.
– Get parents’ names as well. It makes them feel welcome.
– 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, cows, colleges, contentment

Outside

– Point out Scoville

– Cinema and Media Studies
  – Now a major. Just added new faculty.
  – A CAMS project, *Disconnected*, toured national film festivals and was an official selection at several, including the San Francisco International Documentary Festival
- Will be moved to the Arts Union next fall (2011) with new lab space, studios, equipment
- Gender and Sexuality Center (GSC)
  - Resources and support for LGBTQA students
  - Employs a salaried director as well as student workers
- Office of Intercultural Life (OIL)
  - 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
- 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 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 up stairs to **Upper Sayles**
- Used to be a gymnasium, now the student center.

--Walk around corner and point down to **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, distros (recently changed. Learn them.)
  - 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.
- **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 an 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 a 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 this 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)

**Boliou**

Walk toward Boliou, enter the side door by the photography lab

Houses the **Art and Art History** departments

– Carleton has a Studio Art major as well as Art History

Walk through the main hall, show painting/drawing studio, senior studio, view from the windows, walk back to the front door

– Show Boliou 161 if available (classroom)

– 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 facilities and studio and an expanded art history slide library. Also, the auditorium has been remodeled and updated, and many evening speakers come there.

– Exit main doors

**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

– Transition to Sciences

– **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
–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).
–Walk on the path between Mudd and LCD, approaching Nourse
–Point out the wind turbine while walking past lake, the green roof on Mudd, talk about composting (maybe point to bins behind LDC), sustainability, Bon Appetit and Sustainability, etc—
–Turn left and head towards LDC

LANGUAGE AND DINING CENTER
–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

Go inside and look at dining area

EAST DINING HALL
–Bon Appetit: 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

BELL FIELD
–Walk up to Bell Field
  –traying  – field hockey  – tennis courts
  – soccer  – softball  – Frisbee
–Varsity sports: NCAA Division III, Carleton is very competitive, list recent sports successes. Students are students first, then 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.
- Point out the Rec Center (encourage prospectives to visit later)
  - 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
- Now is also a good time to talk about IMs and Club sports
- Competitive club sports available for basically anything not offered as a DIII sport. Water polo, rugby, hockey, lacrosse, Frisbee, etc.
- IM sports are very popular, championship t-shirts highly coveted. Give examples: dodgeball, 3v3 basketball, quidditch, etc.
- It’s easy to be active and competitive at any level of participation.
- As you walk to Cassat, point out Evans and mention the Cave (free concerts featuring student and visiting bands and DJs, open almost every night for coffee, quesadillas, hanging out)

Cassat and Nourse Hall
- enter Cassat Hall, describe dorm life in general
  - New residence halls modeled after Nourse Hall (college gothic architecture); Memorial with suite-style units and Cassat with more traditional dorm-style units.
  - Dorms have a gold level of certification through the Leadership in Energy and Environmental Design (LEED) Green Building Rating System (aka a very sustainable project). Point out the sign on the wall as you exit the building on the Memorial side.
  - 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
Dorms lock with keycards, but students still have access to all dorms at any time
Enter on the LDC side of Nourse Hall. 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
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 the door near Memorial Hall and
On the way toward Arena Theater, Transition to Music/Arts

Music & Drama Center

Arena Theater
Enter Arena Theater through the main door. If you can, walk through the theater.
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 through side door facing the Science Buildings, walk toward the amphitheater
–Skip going inside the **Concert Hall** unless you have a specific reason to go to the Concert Hall instead of Arena.
–Music, theater, and dance not just for majors—easy to get involved

–**Point out Concert Hall**
–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—mostly pieces from museums, etc.
–**Orchestra rehearsal room and practice rooms**
–Costume/prop/dressing rooms which connect to the Arena Theater underground

**HULINGS**

–Point out **Mudd**
–Geology and Chemistry departments and labs
–mention Geo field trips.
–Mention the Chemistry department’s super-conducting Nuclear Magnetic Resonance spectrometer.
–Enter Hulings through the side door on the left
–**Show classroom Hulings 120.** An absolute must.
–Projector and computer is all standard equipment in classrooms
–**Point out the lab across the hall** (Hulings 118).
–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
–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.
– Walk out the main door facing the Bald Spot. Walk toward the Chapel.
  – picnics
  – Frisbee (opening Frisbee toss)
  – studying
  – broomball/hockey/skating rinks in the winter

**CHAPEL**

– 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 toward Admissions
Outside

- 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 out your card and refer unanswered questions to Admissions.
- 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

Katie Jumbe, Assistant Dean of Admissions  x4516  kjumbe
Kate Trenerry, Tour Guide Coordinator  507-254-8915  trenerrk
Emily Miller, Schiller Society President  x7308  millere

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
1912-19  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/](http://caucus.carleton.edu/Cobwebs/)

- The College Archives webpage at [http://www.acad.carleton.edu/campus/archives/](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