OCS (Off-Campus Study)
A Brief Guide for Department Chairs

Timeline

September 24, 2013	Common Hour	Mandatory Sophomore Meeting
October 15, 2013	10:30am-1:15pm	OCS Information Fair
November 1, 2013		Online applications open through StudioAbroad
December 2, 2013	4:00pm	OCS applications due (programs with application deadlines of February 15 or earlier)
January 23, 2014	4:00pm	OCS applications due for all other programs
February 3-7, 2014		OCS applicant interviews
February 15, 2014	no later than…	Application approvals conveyed to students

Deadlines are firm. Students who fail to meet any deadline must petition through CAS to be allowed to continue the process.

Programs: Kenyon College has a list of approved programs that we have used in the past and have proven to be more successful than others. Students will not be allowed to apply to a program not on the list. We continue to streamline our list. If your department has a program they would like to see added, please let Marne Ausec (ausecm@kenyon.edu) know. If there is a program that is completely inappropriate for your majors, please also let Marne know.

OCS Info Day/OCS Information Fair: This year we will have 30 minutes at each end of the fair specifically reserved for faculty to come and chat with program providers. We encourage all department members to come learn more about our programs, and speak with those who details of programs.

Applications: A well-written application is crucial for a student's success. We have standard questions and we do expect students to think through their answers and articulate how the program fits within their academic trajectory. In the past, unsuccessful applicants have not taken the process or our expectations seriously and have turned in essays which were less than one page or failed to address the academic rationale for the proposed academic study.

Interviews: Our office takes the entire application process very seriously. Last year we flipped our application process to have applications first, interviews second. We found this to work quite well, and we were able to help students understand where their application was lacking information and depth. We encourage students to come speak to us about program choices; based on even the smallest bit of information we can find a program that meets their needs.

References: As part of the application students are asked to obtain a reference from a faculty member who has had the opportunity to witness the student in a classroom setting. We prefer that these references come from faculty members in the student's chosen major, though we realize this is not always possible. We do look closely at these references and ask that you be as candid as possible. We have, in the past, had applications where faculty members did a much better job than the actual applicant stating the rationale for the program. Reference letters are used as supporting documents only, and we ask the student to make the case for the program. With the implementation of Studio Abroad, these requests will come to faculty members electronically.