

CARLETON ECONOMICS SEMINAR IN CAMBRIDGE

Faculty Director: Radek Szulga

Summer 2009

Application Deadline: January 16, 2009

INSTRUCTIONS FOR APPLICATION

1. The **APPLICATION** should be completed by the applicant and returned to Susan Quay in Willis 305 with all necessary attachments by the date above. **Please use a word processor or typewriter to complete this application.**
2. The **LETTERS OF REFERENCE**, academic and personal, should be given to (1) a faculty member who can assess your academic performance, motivation, and ability to work in a group and (2) another person (work supervisor, resident advisor, etc.) who knows your personal qualities. Leave the appropriate form with the faculty member willing to write for you and request that it be returned by the application deadline. It is the responsibility of each applicant to see that all materials are submitted by the application deadline, **January 16, 2009**. Professor Szulga cannot act on any file that is incomplete.
3. A **TRANSCRIPT** and a **DEGREE AUDIT** of your Carleton work-to-date should be supplied with this application. Transcripts and audits can be downloaded from the Hub.
4. Applicants for Carleton programs should know that the Family Educational Rights & Privacy Act prevents release of information which is professionally confidential to the Health Service or Counseling Center at Carleton but allows disclosure to faculty of information held in student files elsewhere within the College if it is determined to be of legitimate educational interest. Certain information from files in the office of the Dean of Students, for example, might be available if sought by faculty directors. A student who may be concerned about any information that might affect consideration of his/her place in a Carleton program has the right to provide his/her own interpretation of that information and is urged to discuss these concerns directly with the faculty director.
5. Professor Szulga may schedule a short personal INTERVIEW. Eligibility criteria that will be considered during the selection process include faculty recommendations, satisfactory completion of academic prerequisites, GPA, academic and personal reasons for participation, personal qualities (maturity, independence, adaptability, ability to contribute to and engage with the group, willingness to initiate intercultural opportunities, flexibility, ability to deal with stress, a sense of humor, physical stamina), and compliance with Carleton College policies.
6. Students will be informed in writing of decisions on their application.
7. Students admitted to the seminar will be expected to confirm their intention to participate by signature on a letter of agreement, due no later than **Friday, February 13, 2009**. The health form will be due no later than **Tuesday, May 5, 2009**.

NOTES:

1. A HEALTH FORM is NOT required before admission to a Carleton off-campus program. Upon acceptance to a program, students will be asked to complete a health history to aid the faculty director in preparing an appropriate environment to deal with any current health problems and/or to help the director or others respond on your behalf should you become ill abroad.
2. Regarding HEALTH INSURANCE, Carleton makes the same requirement off-campus as on: that all students will carry insurance to cover them for the duration of their enrollment. If accepted into this program, you will be required to ascertain that your current insurance will cover you abroad and to take out additional coverage for the period of the seminar if it does not.
3. A student with a DISABILITY that may affect participation should discuss necessary accommodations as soon as possible with the Disability Services Coordinator Ann Lampaa and the seminar faculty director.

**APPLICATION
CARLETON ECONOMICS SEMINAR IN CAMBRIDGE
Summer 2009**

***Return your completed application to the Economics Dept., Willis 305,
no later than January 16, 2009.***

Please complete the following spaces by printing clearly:

Name _____ Year of Graduation _____ M/F _____

Permanent address (City, State, Zip & Country) _____

_____ Home phone _____

Email address _____ Student ID number _____

Major (or intended major) _____ Citizenship _____

Please answer the following questions on a separate piece of paper, typed or word-processed.

Be sure to number your answers to correspond with the numbers below:

1. Your name.
2. List the names of your parent(s)/guardian(s), address(es), & telephone number(s) at work and home.
3. List by name and term other off-campus study program(s) you have gone on or intend to go on.
4. List the courses in which you are *currently* enrolled (put an "*" by the courses that will apply to your major).
5. List the courses you plan to enroll in *before departure* on this program (put an "*" by the courses that will apply to your major).
6. List the name and department of the Carleton faculty member who will complete your academic reference (see attached), and the name, title, and phone number of the person who will complete your personal reference (see attached).

Essay questions:

7. Describe any foreign travel experience you have had.
8. What are your principal academic interests?
9. What are your talents, hobbies, and extracurricular activities?
10. Describe why you want to participate in the Economics Seminar in Cambridge.

Endorsement by your faculty adviser and signature:

"We have discussed this off-campus studies program in the context of this student's academic goals. This student can participate in this program and meet *all* graduation requirements within the usual 12 academic terms. As of the application deadline, this student is committed to studying off-campus during the designated term and understands that he/she 1) *must* register for the Carleton seminar's courses and 2) *must* take a leave of absence winter term 2010 unless an exception is granted by the Dean of Students."

Adviser's signature _____

Please print: Name _____

Department _____ Phone _____

For international students only

You must obtain the signature of the Director of International Student Programs in order to participate in a program of off-campus study.

 _____
Director of International Student Programs' signature

Date

→ Attach an unofficial transcript and a degree audit, available online at the Hub, to this application.

→ Return your completed application to the Economics Dept., Willis 305, no later than January 16, 2009.

**PERSONAL LETTER OF REFERENCE
CARLETON ECONOMICS SEMINAR IN CAMBRIDGE**

Director: Professor Radek Szulga
Summer 2009

***Please return to the Economics Department, Willis 305,
by Friday, January 16, 2009***

ACADEMIC or PERSONAL REFERENCE for _____
(student's name)

I hereby waive my right of access to the information contained in this recommendation, thereby ensuring the confidential nature of your comments.

Student's Signature _____ **Date** _____

Studying abroad requires emotional maturity, self-discipline, and a certain amount of physical stamina; participants must be able to adjust to different cultural influences, function as an active member of a group, keep up with a rigorous schedule, and at the same time, maintain academic work of high quality.

DIRECTIONS: Please place a mark at the point that best describes your impression of the student:

1. FLEXIBILITY: How does the student adjust to new situations?

/ _____ / _____ / _____ / _____ /
no chance to observe with a great deal of difficulty With little or no difficulty

2. COLLEGIALITY: How easily will the student get along with other Carleton students and staff people?

/ _____ / _____ / _____ / _____ /
no chance to observe with a great deal of difficulty With little or no difficulty

3. STAMINA: How will the student adjust to a physically demanding schedule?

/ _____ / _____ / _____ / _____ /
no chance to observe with a great deal of difficulty With little or no difficulty

4. CURIOSITY: How inquisitive will the student be in both academic and non-academic settings?

/ _____ / _____ / _____ / _____ /
no chance to observe not very inquisitive very inquisitive

5. OVERALL RECOMMENDATION: How would you summarize your overall recommendation?

_____ I recommend this student with enthusiasm.


_____ I recommend this student, although I have a few reservations.

_____ I cannot recommend this student--I don't have enough information.

_____ I cannot recommend this student--maybe another program, another time.



Please add any comments that might help the director (but don't feel obliged to fill this space if the questions on the reverse side meet your needs).

 _____ Date _____
Signature

Please Print _____ Phone _____
Name

***Please return to the Economics Department, Willis 305,
by Friday, January 16, 2009***

