

## **CARLETON ECONOMICS SEMINAR IN CAMBRIDGE**

Faculty Director: Lauren Feiler

Summer 2010

Application Deadline: Friday, January 15, 2010

### **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 to complete this application.**
2. The **LETTERS OF REFERENCE** 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 adviser, etc.) who knows your personal qualities. Leave the appropriate form with the person 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 15, 2010**. **Professor Feiler 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 Wellness 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 Feiler 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 26, 2010**. The health assessment form will be due no later than **Friday April 16, 2010**.

### **NOTES:**

1. A **HEALTH FORM** is NOT required before admission to a Carleton off-campus program. On 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 Academic Accommodations Coordinator and the seminar faculty director.



**APPLICATION  
CARLETON ECONOMICS SEMINAR IN CAMBRIDGE**  
Professor Lauren Feiler  
Summer 2010

**Please complete the following spaces by printing clearly:**

Name \_\_\_\_\_ Year of Graduation \_\_\_\_\_ M/F \_\_\_\_\_

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 by name and term other off-campus study program(s) you have gone on or intend to go on.
3. List the courses in which you are *currently* enrolled (put an "\*" by the courses that will apply to your major).
4. List the courses you plan to enroll in *before departure* on this program (put an "\*" by the courses that will apply to your major).
5. List the name and department of the Carleton faculty member who will complete your academic reference, and the name, title, and phone number of the person who will complete your personal reference (see attached forms).

***Essay questions:***

6. Describe any international travel experience you have had.
7. What are your principal academic interests?
8. What are your talents, hobbies, and extracurricular activities?
9. 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 2011 unless an exception is granted by the Academic Standing Committee."


 **Adviser's signature** \_\_\_\_\_

**Please print:** Name \_\_\_\_\_

Department \_\_\_\_\_ Phone \_\_\_\_\_

**For international students only**

You must obtain the signature of the Associate Director of International/Intercultural Life in order to participate in a program of off-campus study.

 \_\_\_\_\_  
**Associate Director of OILL's signature** **Date**

➔ **Attach an unofficial transcript and a degree audit, available online at the Hub**

➔ **Return your completed application to the Economics Department, Willis 305, no later than January 15, 2010.**



**CONFIDENTIAL REFERENCE FORM  
CARLETON ECONOMICS SEMINAR IN CAMBRIDGE**

Director: Professor Lauren Feiler  
Summer 2010

*To be completed by the applicant:*

Applicant's Name \_\_\_\_\_

I **waive**, or  I **do not waive** my right of access to this reference form.

Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name of Referee: Mr./Ms./Dr./Prof. \_\_\_\_\_

1. Is your recommendation based primarily on (check all that apply):

- Coursework
- Some personal contact
- Significant personal contact

2. According to the following criteria, how would you rate the applicant?

<b>Attribute</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>	<b>N/A</b>
Academic ability					
Academic interest & motivation					
Reliability/Integrity					
Level of maturity					
Adaptability and initiative in facing new situations					
Self-confidence & self-esteem					
Relates well to others					
Emotional Stability					
Open-mindedness					
Ability to work independently					
Ambassador/good citizen qualities					

3. What role can you imagine the student playing in a group?

4. Is there anything else you would like to note about the student?

5. If you were a faculty director of an off-campus study program, would you be:

- Eager       Willing       Cautious       Reluctant

to have the applicant participate?

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Signature

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Date

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Name (please print)

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Phone

**Please return this form to the Economics Department Office, Willis 305,  
no later than January 15, 2010**

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CARLETON ECONOMICS SEMINAR IN CAMBRIDGE**

Director: Professor Lauren Feiler  
Summer 2010

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