

CARLETON ECONOMICS SEMINAR IN CAMBRIDGE

Faculty Director: Tammy Feldman, Summer 2006

Application Deadline: January 25, 2006

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, 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 adviser, 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 25, 2006**. Professor Feldman 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 Registrar's webpage at <http://www.carleton.edu/campus/registrar/transcripts.html>.
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 Feldman 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 **Wednesday, February 22, 2006**. The health form will be due no later than **Tuesday, May 2, 2006**.

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, students must 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 Tammy Feldman
Summer 2006

***Return your completed application to the Economics Dept., Willis 305,
no later than January 25, 2006.***

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."

Adviser's signature _____

Please print: Name _____

Department _____ Phone _____

**☛ Attach an unofficial transcript and a degree audit,
available online, to this application.**

***Return your completed application to the Economics Dept., Willis 305,
no later than January 25, 2006.***

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

Director: Professor Tammy Feldman
Summer 2006

***Please return to the Economics Department, Willis 305,
by Wednesday, January 25, 2006***

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. RESPONSIBILITY & PUNCTUALITY: How would you gauge this student on these points?

/ _____ / _____ / _____ / _____ /
no chance very weak excellent

5. COURTESY: How thoughtful, respectful, and tactful will the student be in dealing with people of markedly different religions and political views?

/ _____ / _____ / _____ / _____ /
no chance not very courteous very courteous

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

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



7. 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 above meet your needs).

2 _____
Signature _____ Date _____

Please Print _____
Name _____ Phone _____

***Please return to the Economics Department, Willis 305,
by Wednesday, January 25, 2006***

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

Director: Professor Tammy Feldman
Summer 2006

***Please return to the Economics Department, Willis 305,
by Wednesday, January 25, 2006***

ACADEMIC 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 _____

Study 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. **CRITICAL SKILLS:** Assess the student's abilities at critical reading and writing.

/ _____ / _____ / _____ / _____ /
no chance very weak excellent
to observe

2. **DISCUSSION SKILLS:** Does the student participate adequately and appropriately?

/ _____ / _____ / _____ / _____ /
no chance very weak excellent
to observe

3. **RESPONSIBILITY & PUNCTUALITY:** How would you gauge this student on these points?

/ _____ / _____ / _____ / _____ /
no chance very weak excellent
to observe

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

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

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

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

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

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

