

# CARLETON POLITICAL SCIENCE SEMINAR IN WASHINGTON D.C.

Faculty Director: Steven Schier

Winter 2010

Application Deadline: First round, Friday, April 17, 2009

Second round, Friday, October 9, 2009

## INSTRUCTIONS FOR APPLICATION

1. The **APPLICATION** should be completed by the applicant and returned to Tricia Peterson, Political Science Administrative Assistant, Willis 402 by **Friday, April 17, 2009 (first round) or Friday, October 9, 2009 (final round)**. Please use a word processor to complete this application.
2. LETTERS OF REFERENCE are not required for this program. Please provide on the application form the name of a faculty member whom Professor Schier could contact for an academic reference.
3. A **TRANSCRIPT** and a **DEGREE AUDIT** of your Carleton work-to-date must be supplied with this application. Download your transcript and degree audit 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 director. 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. A personal **INTERVIEW** may be scheduled with Professor Schier. Eligibility criteria that will be considered during the selection process include faculty recommendations, satisfactory completion of academic prerequisites, GPA, 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 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, September 18, 2009**. The health form will be due no later than **Tuesday, October 20, 2009**.

## **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/or 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 POLITICAL SCIENCE SEMINAR IN WASHINGTON D.C.  
Professor Steven Schier  
Winter 2010**

Return your completed application to Tricia Peterson,  
Administrative Assistant for Political Science, Willis 402,  
by Friday, April 17, 2009 (first round) or Friday, October 9, 2009 (final round).

**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, 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 one Carleton faculty member who will serve as an academic reference and two other faculty members who may provide a reference for you.

**Essay questions:**

7. What political science courses have you had at Carleton and from whom?
8. What courses in related departments (economics, sociology/anthropology, history) have you had and from whom?
9. Describe any government or political experience you have had (if any).
10. Describe your principal objectives in wanting to participate in this program and how the program will particularly benefit you.
11. Describe briefly your extracurricular interests in college, your work experience, and your special interests.

**☞ Attach a degree audit and an unofficial transcript, available on the Hub, to this application.**

**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 \_\_\_\_\_



**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.

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***Director of International Student Programs' signature***

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***Date***

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

**→ Return your completed application to Tricia Peterson, Administrative Assistant for Political Science, Willis 402, by Friday, April 17, 2009 (first round) or Friday, October 9, 2009 (final round).**