

CARLETON GERMAN SEMINAR IN BERLIN
Faculty Director: Kai Herklotz,
Fall 2009
Application Deadline: Monday, January 19, 2009

INSTRUCTIONS FOR APPLICATION

1. The **APPLICATION** should be completed by the applicant and returned to the German and Russian Department, LDC 340, by **Monday, January 19, 2009**. **Please use a word processor or typewriter to complete this application.**
2. The **LETTERS OF REFERENCE**, academic and language, should be given to (1) a faculty member who can assess your academic performance, motivation, and ability to work in a group, and (2) a language instructor. 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 in place by the application deadline, January 19, 2009. Professor Herklotz will not act on any file that is incomplete.
3. A **TRANSCRIPT** and **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** will be scheduled with Professor Herklotz. 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, March 6, 2009**. The health assessment 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. 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 our 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 faculty director and/or the Director of Off-Campus Studies.

**APPLICATION
CARLETON GERMAN SEMINAR IN BERLIN
Professor Kai Herklotz
Fall 2009**

***Return your completed application to the German and Russian Department, LDC 340,
no later than January 19, 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 members who will complete your academic and language references (see enclosed).

Essay questions:

7. Do you have any high school German? If so, how much?
8. Intermediate German 103 is a prerequisite for the seminar. Will you have completed it by fall 2009?
9. Have you completed German 204 or tested out of German?
10. Describe any US travel experience you have had.
11. Describe any foreign travel experience you have had.
12. Describe your academic and personal goals in participating in the Berlin program.
13. What in your background and experience has helped prepare you to attain these goals?

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.



Director of International Student Programs' signature

Date

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

➔ Return your completed application to the German and Russian Department, LDC 340, no later than January 19, 2009.

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

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

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

8. 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
to observe

9. 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)



Signature

Date

Please Print _____
Name

Phone

**Please return to the German and Russian Department, LDC 340,
by January 19, 2009.**

**LANGUAGE REFERENCE
CARLETON GERMAN SEMINAR IN BERLIN**

Director: Professor Kai Herklotz
Fall 2009

***Please return to the German and Russian Department, LDC 340,
by January 19, 2009.***

LANGUAGE 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 good amount of physical stamina. Participants must be able to adjust to different cultures, function as active members of a group, keep up with a rigorous schedule, and at the same time, maintain academic work of high quality.

DIRECTIONS: Please use this sheet to write your comments. This program is intensive and depends on the student's motivation and flexibility. Please be as specific as possible in discussing the student's **language capabilities**. If you find it helpful, you may also use the table below.

	Excellent	Good	Fair	Poor
Pronunciation				
Writing vocabulary				
Reading vocabulary				
Speaking vocabulary				
Listening comprehension				
Grammar				



Signature _____

Date _____

Please Print _____

Name

Phone _____

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