

CARLETON GERMAN SEMINAR IN BERLIN
Faculty Director: Kai Herklotz,
Fall 2011
Application Deadline: Friday, March 11th 2011

INSTRUCTIONS FOR APPLICATION

1. The **APPLICATION** should be completed by the applicant and returned to the German and Russian Department, LDC 340, Mailstop: 4-GERMAN by **Friday, March 11th, 2011**. **Please use a word processor 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 14, 2011. 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. 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.
5. Students will be informed in writing of decisions on their application.
6. 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, April 1, 2011**. The health assessment form will be due no later than **Friday, April 15th, 2011**.

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. 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.
3. 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.
4. 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 2011**

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. 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. Do you have any high school German? If so, how much?
7. Intermediate German 103 is a prerequisite for the seminar. Will you have completed it by fall 2011?
8. Have you completed German 204 or tested out of German?
9. Describe any US travel experience you have had.
10. Describe any international travel experience you have had.
11. Describe your academic and personal goals for participating in the Berlin program.
12. 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 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 degree audit, available on the Hub, to this application.**

➔ **Please return this form no later than January 14, 2011 to the German and Russian Department, LDC 340, Mailstop: 4-GERMAN.**

CONFIDENTIAL REFERENCE FORM
CARLETON GERMAN SEMINAR IN BERLIN
Professor Kai Herklotz
 Fall 2011

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?

Attribute	Poor	Fair	Good	Excellent	N/A
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?

Signature

Date

Name (please print)

Phone

**Please return this form no later than January 14, 2011
to the German and Russian Department, LDC 340, Mailstop: 4-GERMAN.**

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CARLETON GERMAN SEMINAR IN BERLIN
Professor Kai Herklotz
 Fall 2011

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to have the applicant participate?

Signature

Date

Name (please print)

Phone

**Please return this form no later than January 17, 2011
to the German and Russian Department, LDC 340, Mailstop: 4-GERMAN.**