

## **CARLETON IRISH STUDIES IN IRELAND**

**Faculty Director: Michael Kowalewski**

**Summer 2011**

**Application Deadline: Friday, January 14, 2011**

### **INSTRUCTIONS FOR APPLICATION**

1. The **APPLICATION** should be completed by the applicant and returned to Michael Kowalewski, **Laird 210, Mailstop: 3-ENGLSH** no later than Friday, January 14, 2011. Please use a word processor or typewriter to complete this application.
2. The **LETTERS OF REFERENCE**, academic and personal, should be given to (1) a faculty member who has taught you and can assess your academic performance, motivation, and ability to work in a group and (2) another person (a second faculty member, work supervisor, adviser, etc.) who knows your personal qualities. Discuss the recommendation form with your references 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. Professor Michael Kowalewski cannot act on any file that is incomplete.
3. A current **TRANSCRIPT** and a **DEGREE AUDIT** must be attached to this application. Download your transcript and degree audit from the Hub.
4. A short personal **INTERVIEW** will be scheduled with **Professor Kowalewski**. 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, flexibility, ability to deal with stress, physical stamina, conscientiousness, and a sense of humor), class year preference, 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, February 18, 2011**. The health form will be due no later than **Friday, April 15, 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 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 out 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 Academic Accommodations Coordinator and the seminar faculty director.



**APPLICATION  
CARLETON IRISH STUDIES IN IRELAND  
Professor Michael Kowalewski  
Summer 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. Describe any international travel experience you have had. What is your previous experience with Ireland or Irish literature?
7. Why Ireland? What academic and personal goals do you have for the Ireland program? How does this particular program contribute to your major?
8. What in your background, academic program, and personality has prepared you to attain these goals? What are the challenges you might face?
9. What do you believe you would contribute to this off-campus studies group?

**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 2012 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 OIIL's signature**

\_\_\_\_\_  
**Date**

**➔ Attach an unofficial transcript and a degree audit to this application, available on the Hub**  
**➔ Return your completed application to Michael Kowalewski, Laird 210, Mailstop: 3-ENGLSH**  
**no later than Friday, January 14, 2011**

**CONFIDENTIAL REFERENCE FORM  
 CARLETON IRISH STUDIES IN IRELAND  
 Professor Michael Kowalewski  
 Summer 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?

<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

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Name (please print)

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