

## **CARLETON ENGLISH SEMINAR IN LONDON Spring 2006**

**Faculty Director: Nancy Cho**

**Application Deadline: May 3<sup>rd</sup>, 2005**

**Application 2<sup>nd</sup> round: Fall 2005**

### **INSTRUCTIONS FOR APPLICATION**

1. The **APPLICATION** should be completed by the applicant and returned to Professor Cho, Laird 213, with all necessary attachments by the date above.
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 advisor, 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. Professor Cho cannot act on any file that is incomplete.
3. A **TRANSCRIPT** of your Carleton work-to-date should be supplied with this application. Download your transcript from the Registrar's webpage at <http://www.carleton.edu/campus/registrar/transcripts.html>
4. 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 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 directors.
5. A short personal **INTERVIEW** will be scheduled with Professor Cho. 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.
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, due no later than **Friday, October 28<sup>th</sup>, 2005**.

### **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 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 faculty director and/or the OCS Director.



**APPLICATION  
CARLETON ENGLISH SEMINAR IN LONDON  
Spring 2006**

*Return your completed application to Professor Cho, Laird 213,  
no later than Tuesday, May 3<sup>rd</sup>, 2005*

**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 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 enclosed), and the name, title, and phone number of the person who will complete your personal reference (see enclosed).

**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 English Seminar in London.

**Endorsement by your faculty advisor 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."

➤ **Advisor's signature** \_\_\_\_\_

**Please print:** Name \_\_\_\_\_

Department \_\_\_\_\_ Phone \_\_\_\_\_

**🔄 Attach an unofficial transcript and a degree audit,  
available on the Registrar's web page, to this application.**

**Return your completed application to Professor Cho, Laird 213,  
no later than Tuesday, May 3<sup>rd</sup>, 2005.**



**ACADEMIC AND PERSONAL LETTER OF REFERENCE  
CARLETON ENGLISH SEMINAR IN LONDON**

Director: Professor Nancy Cho  
Spring 2006

***Return your completed application to Professor Cho, Laird 213  
no later than Tuesday, May 3<sup>rd</sup>, 2005.***

ACADEMIC or 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. **CRITICAL SKILLS:** Assess the student's abilities at critical reading and writing.  
/ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /  
(no chance to observe)      Poor      Excellent

2. **DISCUSSION SKILLS:** Does the student participate adequately and appropriately?  
/ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /  
(no chance to observe)      Poor      Excellent

3. **FLEXIBILITY:** How does the student adjust to new situations?  
/ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /  
(no chance to observe)      With a great deal of difficulty      With little or no difficulty

4. **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

5. **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


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.

 \_\_\_\_\_ Date \_\_\_\_\_  
 Signature \_\_\_\_\_  
**Please print** \_\_\_\_\_ Phone \_\_\_\_\_  
 Name \_\_\_\_\_

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 \_\_\_\_\_ Date \_\_\_\_\_  
 Signature \_\_\_\_\_  
**Please print** \_\_\_\_\_ Phone \_\_\_\_\_  
 Name \_\_\_\_\_