

CARLETON EUROPEAN POLITICAL ECONOMY SEMINAR IN MADRID AND MAASTRICHT

Director: Professor Al Montero

Spring 2011

Application Deadline: Monday April 19, 2010 (second round, Monday, October 4, 2010)

INSTRUCTIONS FOR APPLICATION

1. The **APPLICATION** should be completed by the applicant and returned to the Political Science Department Office, Willis 402, by April 19, 2010 (spring application) or October 4, 2010 (fall application). **Please use a word processor or a black ink pen to complete this application.**
2. The **LETTERS OF REFERENCE** 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 adviser, etc.) who knows your personal qualities. Leave the appropriate form with the individuals 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 with Professor Montero by the application deadline. Professor Montero 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. Professor Montero may schedule a personal **INTERVIEW**. 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, willingness to initiate intercultural opportunities, flexibility, ability to deal with stress, a sense of humor, physical stamina), and compliance with Carleton College policies.
6. Students will be informed in writing of decisions on their application.
7. Students admitted to the European Political Economy seminar will be expected to confirm their intention to participate by signature on a letter due no later than Friday, September 17, 2010. The health form will be due no later than Friday, January 21, 2011. Failure to turn in the form will result in immediate dismissal from the program and replacement by a waitlist applicant.

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 Academic Accommodations Coordinator and the seminar faculty director.

**APPLICATION
CARLETON EUROPEAN POLITICAL ECONOMY SEMINAR IN MADRID AND MAASTRICHT
Professor Al Montero
Spring 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 the names of your parent(s)/guardian(s), along with their address(es) and telephone number(s) at work and home.
3. List by name and term any 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 individuals who will complete your academic and personal references (see enclosed).

Essay questions:

7. Please describe any travel experience you have had.
8. What are your principal academic interests?
9. What courses have you taken or do you plan to take that are most relevant to this seminar?
10. What are your talents, hobbies, and extracurricular activities?
11. Please indicate why you want to participate in the Carleton European Political Economy seminar in Madrid and Maastricht.

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."


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 degree audit, available on the Hub.**
- **Return application to the Political Science Department Office, Willis 402, no later than Monday, April 19, 2010 (spring application) or Monday, October 4, 2010 (fall application)**

CONFIDENTIAL REFERENCE FORM
CARLETON EUROPEAN POLITICAL ECONOMY SEMINAR IN MADRID AND MAASTRICHT
 Director: Professor Al Montero
 Spring 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 to the Political Science Department Office, Willis 402, by Monday, April 19, 2010 (first round) or Monday, October 4, 2010 (second round).

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