CARLETON SPANISH SEMINAR IN MADRID
Faculty Director: Humberto Huergo
Fall 2010
Second-Round Application Deadline: Monday, April 26, 2010

INSTRUCTIONS FOR APPLICATION

1. The **APPLICATION** should be completed by the applicant and returned to the Spanish Department, LDC 340, by **April 26, 2010**. **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, respectively. 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, April 26, 2010. Professor Huergo 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 Huergo. Eligibility criteria that will be considered during the selection process include faculty recommendations, satisfactory completion of academic prerequisites, GPA, proficiency in the use of Spanish, 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, which will be due one week after notification of acceptance to the seminar. A health assessment form will be due no later than **Friday, June 4, 2010.**

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 Academic Accommodations Coordinator and the seminar faculty director.

APPLICATION
CARLETON SPANISH SEMINAR IN MADRID
Professor Humberto Huergo
Fall 2010

Please complete the following spaces by printing clearly:

Name _____ Year of Graduation _____ M/F_____

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 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 members who will complete your academic and language references (see enclosed).

Essay questions:

6. Describe any foreign travel experience you have had.
7. Describe your academic and personal goals for participating in the Madrid program.
8. What in your background and experience has helped prepare you to attain these goals?
9. The Carleton Madrid seminar is an immersion program—the use of Spanish is mandatory at all times throughout the duration of the program. What benefits do you see in having an immersion program? What course of action would you take with a student who speaks English outside of class?
10. Traveling with a group is different from traveling by yourself. Explain some of these differences using yourself as an example.

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 OIIL's signature ***Date***

➔ ***Attach an unofficial transcript and degree audit, available on the Hub***

➔ ***Return your completed application to the Spanish Department, LDC 340, no later than Monday, April 26, 2010.***

CONFIDENTIAL REFERENCE FORM
CARLETON SPANISH SEMINAR IN MADRID
Director: Professor Humberto Huergo
Fall 2010

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					

over ↗

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 Spanish Department Office, LDC 340, no later than <u>Monday, April 26, 2010.</u>

CONFIDENTIAL LANGUAGE REFERENCE
CARLETON SPANISH SEMINAR IN SPAIN
Professor Huergo
Fall 2010

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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