

# CARLETON SPANISH LANGUAGE SEMINAR IN MEXICO

Faculty Director: José Cerna-Bazán

Winter 2010

Application Deadline: Friday, May 8, 2009

## INSTRUCTIONS FOR APPLICATION

1. The **APPLICATION** should be completed by the applicant and returned to Mary Tatge, Administrative Assistant, Department of Spanish, Language and Dining Center, room 340, by **Friday, May 8, 2009**. Please use a word processor or typewriter to complete this application.
2. The **Academic and Personal Letter of Reference** should be given to a faculty member who can assess your academic performance, motivation, and ability to work in a group, and who knows your personal qualities. The Language Reference should be given to a faculty member who can assess your capabilities and attitudes. 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, **May 8, 2009**. **Professor Cerna-Bazán will not act on any file that is incomplete.**
3. A **writing sample** in Spanish must be included in your application. It may be an essay done for class, something new written expressly for this application, creative writing, or anything in Spanish that demonstrates language ability.
4. A **TRANSCRIPT** and a **DEGREE AUDIT** of your Carleton work-to-date must be supplied with this application. Download your transcript and degree audit from the HUB.
5. 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.
6. A short personal **INTERVIEW** may be scheduled with Professor Cerna-Bazán. 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.
7. Students will be informed in writing of decisions on their application.
8. Students admitted to the seminar will be expected to confirm their intention to participate by signature on a letter and completion of the health form, due no later than **Friday, September 18, 2009**. The health form will be due no later than **Tuesday, October 20, 2009**.

### **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 LANGUAGE SEMINAR IN MEXICO, Winter 2010**

Director: José Cerna-Bazán

***Return your completed application to the Spanish Department,  
LDC 340, no later than May 8, 2009***

**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, typed or word-processed. 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 names and departments of the Carleton faculty members who will complete your academic reference and language references (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 Spanish language seminar in Mexico.

**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 OCS petition 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) *does not* have access to on-campus housing during that term."

***Adviser's signature*** \_\_\_\_\_

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

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

**For International Students Only**

You must obtain the signature of the Director of International Student Programs in order to participate in a program of off-campus study.

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***Director of International Student Programs' Signature***

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***Date***

**→ Attach an unofficial transcript and a degree audit, available on the Hub, to this application.**

**→ Return your completed application to the Spanish Department, LDC 340, no later than May 8, 2009.**

**ACADEMIC AND PERSONAL LETTER OF REFERENCE  
CARLETON SPANISH LANGUAGE SEMINAR IN MEXICO**

Director: Professor José Cerna-Bazán  
Winter 2010

***Please return this letter of reference to the Spanish Department, LDC 340,  
no later than May 8, 2009.***

ACADEMIC AND 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)      With a great deal of difficulty      With little or no difficulty

2. **DISCUSSION SKILLS:** Does the student participate adequately and appropriately?  
/ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /  
(no chance to observe)      With a great deal of difficulty      With little or no difficulty

3. **LANGUAGE SKILLS I:** How would you gauge this student's reading and writing abilities for this level program?  
/ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /  
(no chance to observe)      Very weak      Excellent

4. **LANGUAGE SKILLS II:** How would you gauge this student's speaking and listening abilities for this level program?  
/ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /  
(no chance to observe)      Very weak      Excellent

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

6. **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





**LANGUAGE REFERENCE**  
**CARLETON SPANISH SEMINAR IN MEXICO, Winter 2010**  
Director: José Cerna-Bazán

**Please return to this Language Reference to the Spanish Department Office, LDC 340,  
by Friday, May 8, 2009.**

LANGUAGE REFERENCE for \_\_\_\_\_  
(student's name)

\_\_\_\_ I waive my right of access to this recommendation

\_\_\_\_ I DO NOT waive my right of access to this recommendation

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please use this sheet to write your comments. Studying abroad requires emotional maturity, self-discipline, and a certain amount of physical stamina. Participants must be able to adjust to different cultural influences, speak Spanish all the time, 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. Please be as specific as possible in discussing the student's language skills, capabilities, work, and attitudes.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Please Print Name  
\_\_\_\_\_

**Thank you for your assistance.**

**Please return this form to the Spanish Department Office, LDC, room 340,  
no later than Friday, May 8, 2009.**