

CARLETON GEOLOGY SEMINAR IN NEW ZEALAND

Director: Sarah Titus & Mary Savina

Winter 2012

Application Deadline: Friday, April 15, 2011

INSTRUCTIONS FOR APPLICATION

1. The **APPLICATION SHEET** should be completed by the applicant and returned to Ellen Haberoth, Mudd 161, Mailstop: 2-GEO by 4:30 PM on Friday, April 15, 2011. **Please type or use black ink to complete this application.**
2. The **LETTERS OF REFERENCE**, academic and personal, should be given to (1) a faculty member outside of the geology department 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, **Friday, April 15, 2011**. Neither Professor Savina nor Professor Titus can 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. A personal **INTERVIEW** will be scheduled with Professors Savina and Titus. Eligibility criteria that will be considered during the selection process include faculty recommendations, satisfactory completion of academic prerequisites, GPA, proven and genuine interest in outdoor activities, academic and personal reasons for participation, preference but not guarantee of participation for geology majors, interest and ability to engage in intercultural experiences, compliance with College policies, and personal qualities (maturity, responsibility for personal safety issues, adaptability and flexibility, ability to contribute to and engage with the group, ability to deal with stress, long hours of travel, and inconveniences, physical stamina, conscientiousness, and punctuality).
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, September 16, 2011**. The health form will be due no later than **Friday, September 30, 2011**.

NOTES:

1. 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.
2. 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.
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 our 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 faculty director and/or the Director of Off-Campus Studies.

**APPLICATION
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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 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, including required courses outside the major department).
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, including required courses outside the major department).
5. List the name and department of the Carleton faculty member (choose someone outside the geology department) 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).

Questions:

7. What do you hope to get out of this program? What are your goals?
8. What are your principal academic interests? Include a summary of your experience in geology and other disciplines. If you have developed goals for a post-Carleton career please describe.
9. What are your talents, hobbies, and extracurricular activities?
10. Please describe any experiences you have had working in groups and with outdoor experiences (e.g. scouting, athletic teams, extensive travel with a group of other students).
11. Have you previously traveled or lived in New Zealand or other countries? If so, describe, including the length of travel and the conditions.
12. Please list all courses--by name, not number-- you have taken in Geology, ENTS, Chemistry and Biology or plan to take before the program departs

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 OILL's signature

Date

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

➔ **Return your completed application to Ellen Haberoth, Mudd 161, Mailstop: 2-GEO no later than April 15, 2011.**

**CONFIDENTIAL REFERENCE FORM
 CARLETON GEOLOGY SEMINAR IN NEW ZEALAND
 Directors: Mary Savina & Sarah Titus
 Winter 2012**

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 Geology Department Office, Mudd 161, Mailstop 2-GEO
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