

CARLETON GERMAN PROGRAM IN VIENNA, DECEMBER 2008
Application Deadline: April 4, 2008

INSTRUCTIONS FOR APPLICATION

1. The **APPLICATION** should be completed by the applicant and returned to the German and Russian Department, LDC 340, by **Friday, April 4, 2008**. 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. 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. Professor Ulmer will not 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 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 short personal **INTERVIEW** may be scheduled with Professor Ulmer. 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), 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, May 2, 2008**.

NOTES:

1. A **HEALTH FORM** is NOT required before admission to a Carleton off-campus program. On acceptance to a program, students will 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. The form is due in the OCS Office no later than **Tuesday, October 21, 2008**.
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. Participants will be required to ascertain that current health insurance applies overseas 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 faculty director and/or the Director of Off-Campus Studies.

**APPLICATION
CARLETON GERMAN PROGRAM IN VIENNA, AUSTRIA
Winter Break December 2008**

Please return to Mary Tatge, LDC 340, no later than Thursday, April 4, 2008.

Name _____ Year of Graduation _____ M/F _____

Permanent address: _____ Phone: _____

Email address: _____ Student ID number: _____

Major/Intended Major: _____

What other off-campus study program(s) have you gone on or intend to go on?

Program name: _____ term _____

Program name: _____ term _____

Courses in which you are currently enrolled:

Courses you plan to enroll in before departure:

Put an asterisk by the courses which will apply to your Carleton major.

Academic Reference: List here the name of a Carleton faculty member who may be contacted as a reference.

Name _____ Phone _____

Endorsement by faculty advisor: 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.

Signature _____

Name _____

Department _____

Phone _____

1. Did you have any German in high school, and if so, how much?
2. Into what level were you placed at Carleton? Circle: 1, 2, 3, 4, or tested out
3. If you have had German at Carleton, when and from whom?
4. What German course are you currently enrolled in?
5. Foreign travel experience, if any:
6. Travel in U.S., if any:
7. Hodgepodge

Favorite book:	Favorite TV program:
Favorite recording:	Favorite time of day:
Favorite activity:	Favorite animal:
Favorite movie:	Favorite word:
Favorite section of the newspaper:	Favorite source of the news:
Favorite magazine:	Most prized possession:
Favorite quotation:	

8. List your activities (school-related or otherwise) in the order of importance to you. Explain the nature and extent of your involvement, if necessary.

Activity	School years (e.g. 9 th , 10 th -12 th , frosh, etc.)	Hrs./wk.
----------	---	----------

9. What courses in the last two years did you find most stimulating? Why?
10. How did you spend the last two summers?
11. Please use the space on this page to let me know something about you that I might not learn from the rest of your application. This space can be used in a great variety of ways. You might write about family situations, ethnicity or culture, school or community events to which you have had strong reactions, people who have influenced you, significant experiences, intellectual interests, personal aspirations, or—more generally—topics that spring from the life of the imagination. There is no “correct” way to respond to this essay request. In writing something that matters to you, you will convey to me a sense of yourself.

THE FIVE MINUTE LETTER OF ACADEMIC REFERENCE
CARLETON GERMAN PROGRAM IN VIENNA, AUSTRIA
Director: Professor Anne Ulmer
Winter Break December 2008

Please return to Mary Tatge, LDC 340, no later than Thursday, April 4, 2008.

ACADEMIC 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 _____

Study 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) very weak excellent

2. **DISCUSSION SKILLS:** Does the student participate adequately and appropriately?

_____ / _____ / _____ / _____ / _____ /
(no chance to observe) very weak excellent

3. **RESPONSIBILITY & PUNCTUALITY:** How would you gauge this student on these points?

_____ / _____ / _____ / _____ / _____ /
(no chance to observe) very weak excellent

4. **FLEXIBILITY:** How does the student adjust to new situations?

_____ / _____ / _____ / _____ / _____ /
(no chance to observe) with a great deal of difficulty with little or no difficulty

5. **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

6. 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

7. CURIOSITY: How inquisitive will the student be in both academic and non-academic settings?

_____ / _____ / _____ / _____ / _____ /

(no chance to observe) not very inquisitive very inquisitive

8. 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 (but don't feel obliged to fill this space if the questions above meet your needs)

Signature _____ **Date** _____ **Phone** _____

Please Print
Name _____

LANGUAGE LETTER OF REFERENCE
CARLETON GERMAN PROGRAM IN VIENNA, AUSTRIA
Director: Professor Anne Ulmer
Winter Break December 2008

Please return to Mary Tatge, LDC 340, no later than Thursday, April 4, 2008.

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 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) Very weak Excellent

2. Discussion Skills: Does the student participate adequately and appropriately?

_____ / _____ / _____ / _____ / _____ /
(no chance to observe) Very weak Excellent

3. Language Skills: How would you gauge the student's reading and writing skills?

_____ / _____ / _____ / _____ / _____ /
(no chance to observe) Very weak Excellent

4. Language Skills: How would you gauge the student's reading 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. Congeniality: 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



7. 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

8. Curiosity: How inquisitive will the student be in both academic and non-academic settings?

_____/_____/_____/_____/_____
(no chance to observe) Not very inquisitive Very inquisitive

9. 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 (but do not feel obliged to fill this space if the questions above meet your needs).

Signature

Date

Phone

Please Print Name _____