

BIOLOGY IN AUSTRALIA AND NEW ZEALAND

Carleton OCS Seminar, winter 2014

Faculty Directors: Mark McKone, Matt Rand & Dan Hernández

Application Deadline: Monday, April 15, 2013

INSTRUCTIONS FOR APPLICATION

1. The **APPLICATION SHEET** should be completed by the applicant and returned to Lorie Tuma, Administrative Assistant for Biology, in Hulings 303 (Mailstop: 2-BIO) by 4:00 PM on Monday, April 15, 2013. **Please submit a typed application, and indicate on an envelope that the application is intended for Professors Hernández, McKone, and Rand.**
2. The **LETTERS OF REFERENCE**, academic and personal, 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 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, **Monday, April 15, 2013**. Professors Hernández, McKone, and Rand cannot act on any file that is incomplete.
3. A **TRANSCRIPT** and a **DEGREE AUDIT** of your Carleton work-to-date must be supplied with this application. Download your unofficial transcript and degree audit from the HUB.
4. A personal **INTERVIEW** will be scheduled with one or more of the Faculty Directors. Eligibility criteria that will be considered during the selection process include faculty recommendations, satisfactory completion of academic prerequisites, GPA, genuine interest in field biology, academic and personal reasons for participation, 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, inconveniences, physical stamina, conscientiousness, and punctuality).
5. Students will be informed in writing about 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 in the OCS office, Leighton 119, no later than **Friday, September 20, 2013**. The health form will also be due no later than **Friday, October 4, 2013**.

NOTES:

1. A **HEALTH FORM** is NOT required for the College before admission to a Carleton off-campus program. On acceptance to a program, students will be asked to complete a health history for the College 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. 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 directors. 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 directors
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 out 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 Director of Off-Campus Studies and the Coordinator of Disability Services.

APPLICATION

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Carleton OCS Seminar, winter 2014

→ Place your completed application in an envelope addressed to Professors Hernández, McKone, and Rand and return care of, or hand deliver to, Lorie Tuma, Administrative Assistant for Biology, Hulings 303 (Mailstop: 2-BIO) by April 15, 2013.

1. Please complete the following spaces by printing clearly:

Name _____ Year of Graduation _____ F/M _____

Permanent Address _____

_____ Home Phone _____

Email _____ Student ID Number _____

Major (or intended major) _____ Citizenship _____

2. Please answer the following questions and essay questions, typed on a separate sheet of paper. Be sure to number each of your responses 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 member 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).

Essay questions: The following questions are meant to give you the opportunity to tell us why you would make an excellent candidate for this program. While your answers must be complete, they should also be concise.

6. Field research is an extremely physical endeavor and, on this program, we will be spending a lot of time outdoors under conditions that will not always be ideal: hiking in extreme heat and humidity, swimming in frigid water, etc. How are you prepared, or how will you prepare for, this component of the program?
7. All students will be required to take the following courses: Evolutionary Ecology of Australia and New Zealand (6 credits), Ecology and Conservation in Australia and New Zealand (6 credits), and Comparative Reproduction of Australian Vertebrates (6 credits). Describe your academic preparation for this program. You should be certain to cover each of the following:
 - a. The prerequisites for this course are Biology 125 & 126 or their equivalent and at least one other 200 or 300-level course taught by one of the Faculty Directors. Please indicate the term in which these courses were taken. If you have met these requirements through an alternative means, please describe your experiences.
 - b. List any additional biology courses you have taken.
 - c. Any additional academic experiences that you feel are relevant to this program (e.g. courses in ENTS, geology, sociology, etc.). Provide a brief description of these experiences and indicate why you feel they are relevant.

8. Do you have previous experience traveling or living outside of the United States? If so, please describe your experiences. If not, what is one thing you hope to learn by traveling to a new country?
9. Personal space and personal time are extraordinarily rare on this program. Much of our academic work involves groups: group research projects, group presentations, etc. We also live together in close and constant proximity, under field conditions that may involve uncomfortable sleeping arrangements and little privacy. We also work extremely closely with a variety of local experts. What are your strengths and weaknesses when it comes to living and working closely with a very diverse group of people? What personal challenges do you think you will face under these conditions, and how are you prepared to handle them?
10. Why do you want to participate in this program and what do you feel you have to gain from this experience? In your discussion, be sure to discuss how this program will complement your academic interests and how it might enhance your long-term career aspirations.

3. All applicants MUST attach an unofficial transcript and degree audit, available on the HUB, to this application.

4. 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 application deadline, this student is committed to studying off-campus during the designated term and understands that s/he 1) *must* register for the Carleton seminar's courses and 2) understands that s/he does not have access to Carleton housing in Northfield during that term."

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 this seminar.

Associate Director of OILL's signature

Date

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CONFIDENTIAL REFERENCE FORM

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Carleton OCS Seminar, winter 2014

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

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in Hulings 303 (Mailstop: 2-BIO) by April 15, 2013.**

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