INSTRUCTIONS FOR APPLICATION

1. The APPLICATION should be completed by the applicant and returned to the Spanish Department, LDC 340, by Friday, February 2, 2007. Please use a word processor to complete this application.

2. The LETTER OF REFERENCE should be given to a faculty member who can assess your academic performance, motivation, and ability to work in a group. 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. Professors López and Montero 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 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 Professors López and Montero. Eligibility criteria that will be considered during the selection process include faculty recommendation, 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), and compliance with College policies. Preference will be given to Latin American Studies majors and concentrators.

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, March 30, 2007.

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 16, 2007.

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 Academic Accommodations Coordinator and the Program Faculty Director.
Application
Carleton Winter Break Program
Latin American Studies in Brazil, December 2007
Director: Silvia López and Al Montero

Please return to Romance Languages and Literatures Department, LDC 340
by Friday, February 2, 2007.

Please complete the following:

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_________________________________________________
Please provide brief answers to 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. Why are you interested in this program and what do you hope to learn by participating in it?
2. Have you participated in a program abroad? Tell us the three most important things you learned about yourself by going abroad?
3. a) If you are a Latin American Studies major or concentrator: how does the study of Brazil figure into your overall training in this field?
   b) If you are not a Latin American Studies major or concentrator, what is your relationship to this area of study?
ACADEMIC AND PERSONAL REFERENCE
Latin American Studies in Brazil
December 2007 Winter Break Program
Directors: Silvia López and Al Montero

Please return to Romance Languages and Literatures Department, LDC 340
by Friday, February 2, 2007.
If you prefer, you may email your reference to slopez@carleton.edu.

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 __________________

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       very weak           excellent
to observe)

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

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

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

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

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

   /________________/________________/________________/________________/
   (no chance       with a great deal with little or no
to observe) of difficulty 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. COURTESY: How thoughtful, respectful, and tactful will the student be in dealing with people of markedly different religions and political views?

/_____________/________________/_________________/_________________/___________
(no chance to observe) not very courteous very courteous

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 don’t feel obliged to fill this space if the questions above meet your needs)

______________________________   __________________
Signature             Date

Please Print
______________________________     ______ ____________
Name                     Phone