CARLETON ECONOMICS SEMINAR IN CAMBRIDGE
Faculty Director: Aaron Swoboda
Summer 2011
Application Deadline: Friday, January 14, 2011

INSTRUCTIONS FOR APPLICATION

1. The APPLICATION should be completed by the applicant and returned to Deborah Bjornard in Willis 305, Mailstop: 5-ECON with all necessary attachments by the date above. Please use a word processor to complete this application.

2. The LETTERS OF REFERENCE 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 person 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, January 14, 2011. Professor Swoboda cannot act on any file that is incomplete.

3. A TRANSCRIPT and a DEGREE AUDIT of your Carleton work-to-date should be supplied with this application. Transcripts and audits can be downloaded from the Hub.

4. Professor Swoboda may schedule a short personal INTERVIEW. 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, physical stamina), and compliance with Carleton College policies.

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, February 18, 2011. The health assessment form will be due no later than Friday April 15, 2011.

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. Applicants for Carleton programs should know that the Family Educational Rights & Privacy Act prevents release of information which is professionally confidential to the Wellness 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 director.

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 Academic Accommodations Coordinator and the seminar faculty director.
APPLICATION
CARLETON ECONOMICS SEMINAR IN CAMBRIDGE
Professor Aaron Swoboda
Summer 2011

Please complete the following spaces by printing clearly:

Name __________________________________________ Year of Graduation __________ M/F________

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).
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, and the name, title, and phone number of the person who will complete your personal reference (see attached forms).

Essay questions:
6. Describe any international travel experience you have had.
7. What are your principal academic interests?
8. What are your talents, hobbies, and extracurricular activities?

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 he/she 1) must register for the Carleton seminar’s courses and 2) must take a leave of absence winter term 2012 unless an exception is granted by the Academic Standing Committee.”

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 OIIIL’s signature __________________________ Date __________

➔ Attach an unofficial transcript and a degree audit, available online at the Hub

➔ Return your completed application to the Economics Department, Willis 305, Mailstop: 5-ECON no later than January 14, 2011.
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?

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<thead>
<tr>
<th>Attribute</th>
<th>Poor</th>
<th>Fair</th>
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<th>Excellent</th>
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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 Economics Department Office, Willis 305,
Mailstop: 5-ECON
no later than January 14, 2011
To be completed by the applicant:

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   ___________________________________________  _________________
   Signature                              Date

   ___________________________________________  _________________
   Name (please print)                     Phone

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