

## CARLETON CHINESE STUDIES SEMINAR IN CHINA

Carleton OCS Seminar, fall 2014

Faculty Director: Qiguang Zhao

***Application Deadline: Friday, February 7, 2014***

### **INSTRUCTIONS FOR APPLICATION**

1. The **APPLICATION** should be completed by the applicant and returned to Jean Sherwin, Administrative Assistant, Department of Asian Languages and Literatures, LDC 234, with all necessary attachments by 4:30 pm Friday, February 7, 2014. Please use a word processor to complete this application.
2. **REFERENCE FORMS**
  - a. *The Academic Reference Form* should be given to a faculty member who can assess your academic performance, motivation, and ability to work in a group.
  - b. *The Language Reference form* should be given to a Chinese language instructor.

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. Professor Zhao cannot act on any file that is incomplete.
3. A **TRANSCRIPT** and a **PROGRAM EVALUATION (Degree Audit)** of your Carleton work-to-date should be supplied with this application. Transcripts and audits can be downloaded from the Hub.
4. **TWO PASSPORT-SIZED PHOTOGRAPHS** must be attached to the application. (More additional passport-sized photographs will be needed upon acceptance). Please write your full name on the back of your photographs. **IMPORTANT:** You must have a passport valid for 6 months beyond your intended period of stay in China. If you do not have a valid passport, please apply for one as soon as possible.
5. A short personal **INTERVIEW** will be scheduled with Professor Zhao. 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, class year, compliance with Carleton College policies, and personal qualities (maturity, independence, adaptability, ability to contribute to and engage with the group, flexibility, ability to deal with stress, physical stamina, conscientiousness, punctuality, and a sense of humor).
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 of agreement due no later than **Friday, April 4, 2014**. A **health assessment** form will be due no later than **Friday, April 18, 2014**.

### **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 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 Academic Accommodations Coordinator.



# APPLICATION

## Carleton Chinese Studies in China,

Carleton OCS Seminar, fall 2014

Faculty Director: Professor Qiguang Zhao

➔ ***Return your completed application to Jean Sherwin, Administrative Assistant, Department of Asian Languages and Literatures, LDC 234 no later than 4:30 p.m. Friday, February 7, 2014.***

**Please complete the following spaces by printing clearly:**

Name \_\_\_\_\_ Chinese Name (if any) \_\_\_\_\_

Date of birth \_\_\_\_\_ M/F \_\_\_\_\_

City, state, and country of birth \_\_\_\_\_

Student ID number \_\_\_\_\_ Major (or intended major) \_\_\_\_\_

Year of Graduation \_\_\_\_\_ Citizenship \_\_\_\_\_

Passport number: \_\_\_\_\_ Exp Date: \_\_\_\_\_

*\*You must have a passport valid through at least March 2015.*

### **Address Information**

1. College address \_\_\_\_\_

E-mail address \_\_\_\_\_ Cell phone \_\_\_\_\_

2. Permanent address \_\_\_\_\_  
street city state zip country

Home phone \_\_\_\_\_

3. Summer address \_\_\_\_\_  
street city state zip country

Summer phone number \_\_\_\_\_ Summer e-mail \_\_\_\_\_

**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:**

### **Part 1 – Academic Background Questions**

1. List by name and term other off-campus study program(s) you have gone on or intend to go on.
2. List the courses in which you are *currently* enrolled. (put an “\*” by the courses that will apply to your major).
3. List the courses you plan to enroll in *before departure* on this program (put an “\*” by the courses that will apply to your major).
4. List the name and department of the individuals who will complete your references. List any Chinese language courses you have completed.
5. List any other Chinese language training experiences.
6. List other courses related to China you have taken.
7. If you have not studied Chinese before, do you plan to take any summer Chinese language courses
8. Indicate the level of Chinese class you wish to be placed in the program (circle one):  
Intermediate \_\_\_ High Intermediate \_\_\_ Advanced \_\_\_ Other \_\_\_

## Part 2 - Essay Questions

9. Describe your academic and personal goals for participating in this program. Be sure to discuss how this program will complement your academic interests and how it might enhance your long-term aspirations.
10. What in your background and experience (courses, research, travel, etc.) has helped prepare you to attain these goals?
11. Briefly describe some of your talents, hobbies and extracurricular activities.
12. If you have traveled or lived abroad, please describe one such experience. If not, what is one thing you hope to learn by traveling to a new country? Please note that experience abroad is neither expected nor required for this program.
13. What are your strengths and weaknesses when it comes to traveling, living and working with a diverse group of people? What personal challenges do you think you will face under these conditions, and how are you prepared to handle them?
14. You will probably face unfamiliar environments while studying abroad. Please describe a time when you were faced with a new situation, and how you reacted and adapted to it.
15. Is there anything else about yourself that you would like me as the faculty leader to know as your application is considered?

### **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**

**All Applicants Must:** Attach an unofficial transcript and degree audit, available on the HUB, to this application.

**→ Return your completed application to Jean Sherwin, Administrative Assistant, Department of Asian Languages and Literatures, LDC 234 no later than 4:30 p.m. Friday, February 7, 2014**

# CONFIDENTIAL ACADEMIC REFERENCE FORM

**Chinese Studies in China**  
Carleton OCS Seminar, fall 2014  
Faculty Director: Professor Qiguang Zhao

*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 Reference: Mr./Ms./Dr./Prof. \_\_\_\_\_

1. Is your recommendation based primarily on (check all that apply):

- Coursework (if checked, how many courses: \_\_\_\_\_)
- Some personal contact
- Significant personal contact

2. According to the following criteria, how would you rate the applicant?

<b>Attribute</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Excellent</b>	<b>N/A</b>
Academic skills (reading, writing, research, presentations)					
Ability to grasp new concepts/information					
Curiosity & intellectual motivation					
Open-mindedness					
Work ethic					
Organization/Time Management					
Ability to collaborate on projects					
Ability to work independently					
Flexibility and adaptability					
Emotional Maturity					
Ambassador/good citizen qualities					

3. What qualities does this student demonstrate in class discussion, and how do you think that this student would interact in large and small group settings?

4. Are there other things that 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?

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Signature

Date

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Name (please print)

Phone

**Please return this form to the Jean Sherwin, Administrative Assistant, Department of Asian Languages and Literatures, LDC 234 by Friday, February 7, 2014.**

# CONFIDENTIAL LANGUAGE REFERENCE

## Chinese Studies in China

Carleton OCS Seminar, fall 2014

Faculty Director: Professor Qiguang Zhao

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.

The student named above is applying to study Chinese on the Carleton Chinese Language and Culture Program in China. Your recommendation will help determine whether the applicant is accepted into the program and help us place the student at the proper level.

1. Please evaluate the applicant's Chinese language proficiency in comparison to students in the same class:

	Excellent	Good	Fair	Poor
Pronunciation				
Tones				
Writing vocabulary				
Reading vocabulary				
Listening comprehension				
Grammar				

2. Under what circumstance, what courses he/she has taken from you, and how long have you known the applicant?

3. Please rate the student in comparison to classmates or peers according to the following characteristics:

	top 5%	top 15%	top 30%	top 50%	lower 50%	No Knowledge
Emotional Maturity						
Social Maturity						
Cooperation						
Adaptability						
Self-reliance						
Patience						
Politeness & Consideration						
Self-Image						

4. What is your evaluation of the student's academic aptitude?

5. What is your evaluation of the student's ability to adjust to difficult living conditions?

6. What level of Chinese language class is appropriate for the student? (Please circle)

1. Intermediate    2. High Intermediate    3. Advanced    4. Other (Please explain)

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Name

Address

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Signature

Date

Title

***Please return this letter of recommendation to Jean Sherwin, Administrative Assistant,  
Department of Asian Languages & Literatures, LDC 234, by Friday, February 7, 2014***