INSTRUCTIONS FOR APPLICATION

1. The APPLICATION should be completed by the applicant and returned to the German and Russian Department, LDC 340, by Monday, January 22, 2007. Please use a word processor or typewriter 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, January 22, 2007. Professor Leonhard 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 personal INTERVIEW will be scheduled with Professor Leonhard. Eligibility criteria that will be considered during the selection process include faculty recommendations, satisfactory completion of academic prerequisites, GPA, 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 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 of agreement due no later than Friday, March 2, 2007. The health assessment form will be due no later than Tuesday, May 1, 2007.

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. 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 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 SEMINAR IN BERLIN
Professor Sigi Leonhard
Fall 2007

Return your completed application to the German and Russian Department, LDC 340, no later than January 22, 2007.

Please complete the following spaces by printing clearly:

Name ____________________________ Year of Graduation ______ M/F_______
Permanent address (City, State, Zip & Country) ________________________________________________________________
______________________________________________________________________________________________ Home phone __________________
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 the names of your parent(s)/guardian(s), address(es), & telephone number(s) at work and home.
3. List by name and term other off-campus study program(s) you have gone on or intend to go on.
4. List the courses in which you are currently enrolled (put an “*” by the courses that will apply to your major).
5. List the courses you plan to enroll in before departure on this program (put an “*” by the courses that will apply to your major).
6. List the name and department of the Carleton faculty members who will complete your academic and language references (see enclosed).

Essay questions:
7. Do you have any high school German? If so, how much?
8. Intermediate German 103 is a prerequisite for the seminar. Will you have completed it by fall 2006?
9. Have you completed German 204 or tested out of German?
10. Describe any US travel experience you have had.
11. Describe any foreign travel experience you have had.
12. Describe your academic and personal goals in participating in the Berlin program.
13. What in your background and experience has helped prepare you to attain these goals?

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.”

Advisor’s signature ____________________________________________________________

Please print: Name ____________________________________________________________
Department ____________________________ Phone ________________

Attach an unofficial transcript, available on the Registrar’s webpage, to this application.

Return your completed application to the German and Russian Department, LDC 340, no later than January 22, 2007.
ACADEMIC LETTER OF REFERENCE
CARLETON GERMAN SEMINAR IN BERLIN
Director: Professor Sigi Leonhard
Fall 2007

Please return to the German and Russian Department, LDC 340, by January 22, 2007.

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 __________

Besides academic skills, 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.

   /________________/_________________/_________________/_____________________/ excellent
   no chance very weak to observe

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

   /________________/_________________/_________________/_____________________/ excellent
   no chance very weak to observe

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

   /________________/_________________/_________________/_____________________/ excellent
   no chance very weak to observe

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

   /________________/_________________/_________________/_____________________/ with little or no difficulty
   no chance with a great deal of difficulty to observe

5. COLLEGIALITY: How easily will the student get along with other students, instructors, and staff people?

   /________________/_________________/_________________/_____________________/ with little or no difficulty
   no chance with a great deal of difficulty to observe
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 ___________________________

Please return to the German and Russian Department, LDC 340, by January 22, 2007.
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 good amount of physical stamina. Participants must be able to adjust to different cultures, function as active members of a group, keep up with a rigorous schedule, and at the same time, maintain academic work of high quality.

DIRECTIONS: Please use this sheet to write your comments. This program is intensive and depends on the student’s motivation and flexibility. Please be as specific as possible in discussing the student’s language capabilities. If you find it helpful, you may also use the table below.

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<th>Excellent</th>
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<th>Fair</th>
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Please Print

Name ________________________________ Phone ________________________________

Please return to the German and Russian Department, LDC 340, by January 22, 2007.