

**CARLETON GERMAN SEMINAR IN BERLIN**  
**Faculty Director: Sigi Leonhard, fall term 2007**  
**Application Deadline: Monday, January 22, 2007**

**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."

***Adviser'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.***





6. STAMINA: How will the student adjust to a physically demanding schedule?

/ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /

no chance                      with a great deal                      with little or no  
to observe                      of difficulty                      difficulty

7. CURIOSITY: How inquisitive will the student be in both academic and non-academic settings?

/ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /

no chance                      not very inquisitive                      very inquisitive  
to observe

8. COURTESY: How thoughtful, respectful, and tactful will the student be in dealing with people of markedly different religions and political views?


/ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /

no chance                      not very courteous                      very courteous  
to observe

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)**

 \_\_\_\_\_ Date \_\_\_\_\_

Signature

**Please Print** \_\_\_\_\_ Phone \_\_\_\_\_

Name

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

**LANGUAGE 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.***

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.

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



Signature \_\_\_\_\_

Date \_\_\_\_\_

***Please Print*** \_\_\_\_\_

Name

Phone \_\_\_\_\_

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