INSTRUCTIONS FOR APPLICATION

1. The **APPLICATION** should be completed by the applicant and returned to the History Department Office, in Leighton 210, with all necessary attachments by **Friday, April 11, 2014**. Please use a word processor to complete this application.

2. The **LETTER OF REFERENCE, academic**, should be given to a faculty member other than Professor Williams 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. **Professor Williams cannot act on any file that is incomplete.**

3. A **TRANSCRIPT** and a **PROGRAM EVALUATION (Degree Audit)** of your Carleton work-to-date must be supplied with this application. Transcripts and audits can be downloaded from the Hub.

4. Professor Williams may schedule a short personal **INTERVIEW**. Eligibility criteria that will be considered during the selection process include faculty recommendations, satisfactory completion of academic prerequisites, 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 in the OCS office, Leighton 119, no later than **Friday, May 16, 2014**. The **health assessment** form will be due by **Friday, October 3, 2014**.

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.

2. Applicants for Carleton programs should know that the Family Educational Rights & Privacy Act prevents release of information which is professionally confidential to Student Health and Counseling 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. 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.

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 faculty director of the program.
1. Please complete the following spaces by printing clearly:

Name ___________________________ Year of Graduation ________ F/M ______
Permanent Address ________________________________________________
______________________________________________________________
Home Phone _______________________
Email __________________________
Student ID Number __________________
Major (or intended major) __________________ Citizenship ________________

2. Please answer the following questions and essay questions, typed on a separate sheet of paper. Be sure to number each of your responses 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 individual who will complete your reference.

Part 2 – Essay Questions. Please type the following questions on a separate piece of paper. Be sure to number your answers to correspond with the numbers below:

Short-answer questions:

1. Do you have a passport?
2. List the places to which you have traveled abroad.
3. Can you walk comparatively long distances, and do you enjoy it?
4. Can you function (cheerfully) in heat and humidity?
5. Would you be comfortable going to the toilet in the bush, if necessary?
6. Would you be comfortable being an outsider in an African nation?
7. Discuss a specific intercultural experience you have had.
8. Are you capable of traveling light?
9. What, if any, particular difficulties or obstacles can you envision for yourself?
10. How would you describe your level of stress for loud noises, surging crowds, poverty, unpaved roads, transportation delays, and a different sense of time and customer service that you occasionally you experience in Ghana?

11. Will it be difficult for you to pay for the transportation costs for the program? Have you identified a source of funds for airfare? (Your answer to this question will not affect the success of your application. In December 2013, round-trip airfare from Minneapolis-St. Paul to Accra was approximately $2300.)

**Essay Question:**

In no more than one page, explain your interest in this two-course seminar on U.S. Relations with Ghana. What are you particularly interested in learning about this topic? It may be useful to consider the source of your motivation to participate, relevant educational or personal experiences, and your life goals beyond Carleton.

3. **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

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**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 OIIl’s signature**

**Date**

4. All applicants MUST attach an unofficial transcript and program evaluation (degree audit), available on the HUB, to this application.

➤ Return your completed application to the History Department Office, Leighton 210, by Friday, April 11, 2014.
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>
<th>Good</th>
<th>Excellent</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Academic skills (reading, writing, research, presentations)</td>
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<td>Ability to grasp new concepts/information</td>
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<td>Curiosity and intellectual motivation</td>
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<td>Open-mindedness</td>
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<td>Work ethic</td>
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<td>Organization/Time Management</td>
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<td>Ability to collaborate on projects</td>
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<td>Ability to work independently</td>
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<td>Flexibility and adaptability</td>
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<td>Emotional Maturity</td>
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<td>Ambassador/good citizen qualities</td>
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To be completed by the applicant:
3. What role can you imagine the student playing in a group? What qualities would s/he bring to a group dynamic?

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 History Department Office, Leighton 210, no later than Friday, April 11, 2014.