INSTRUCTIONS FOR APPLICATION

1. The APPLICATION should be completed by the applicant and returned to Greg Hewett, Laird 213, no later than Friday, January 28th, 2005. Please use a word processor or typewriter to complete this application.

2. The LETTERS OF REFERENCE should be given to 2 faculty members 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 Hewett will not act on any file that is incomplete.

3. A current TRANSCRIPT AND A DEGREE AUDIT should be attached to this application. The forms are released with your signature. Fill out a form requesting an unofficial transcript and a degree audit at the Registrar's office or send a note to the Registrar requesting that copies be sent to you. Please allow 3 days for arrival of the forms and attach them to your completed application.

4. 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 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 short personal INTERVIEW may be scheduled with Professor Hewett. 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, flexibility, ability to deal with stress, physical stamina, conscientiousness, and a sense of humor), class year preference, 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, due no later than Friday, February 18th, 2005.

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 ENGLISH SEMINAR IN IRELAND
Professor Greg Hewett
Summer 2005

Return your completed application to Greg Hewett, Laird 304, no later than Friday, January 28th, 2005

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. Describe any foreign travel experience you have had.
8. Describe your academic and personal goals in participating in the Ireland program.
9. What in your background and experience has helped prepare you to attain these goals?

Endorsement by your faculty advisor 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 and a degree audit, available in the Registrar’s Office, to this application.

Return your completed application to Greg Hewett, Laird 304 no later than Friday, January 28th, 2005.
ACADEMIC AND PERSONAL LETTER OF REFERENCE
CARLETON ENGLISH SEMINAR IN IRELAND
Director: Professor Greg Hewett
Summer 2005

Return your completed application to Professor Hewett, Laird 304
no later than Friday, January 28th, 2005.

ACADEMIC or PERSONAL 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.

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.
   /________________/_________ ________/__________________/___________________/
   no chance to observe Poor Excellent

2. DISCUSSION SKILLS: Does the student participate adequately and appropriately?
   /________________/_________ ________/__________________/___________________/
   no chance to observe Poor Excellent

3. FLEXIBILITY: How does the student adjust to new situations?
   /________________/_________ ________/__________________/___________________/
   no chance with a great deal with little or
   to observe of difficulty no difficulty

4. COLLEGIALITY: How easily will the student get along with other Carleton students and staff people?
   /________________/_________ ________/__________________/___________________/
   no chance with a great deal with little or
   to observe of difficulty no difficulty

5. STAMINA: How will the student adjust to a physically demanding schedule?
   /________________/_________ ________/__________________/___________________/
   no chance with a great deal with little or
   to observe of difficulty no difficulty

6. CURIOSITY: How inquisitive will the student be in both academic and non-academic settings?
   /________________/_________ ________/__________________/___________________/
   no chance Not very inquisitive Very inquisitive
7. 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.

________________________________________________   __________________

Signature                      Date

Please print ____________________________     __________________

Name                                 Phone
PERSONAL 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. **FLEXIBILITY:** How does the student adjust to new situations?

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

2. **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

3. **COLLEGIALITY:** How easily will the student get along with other Carleton students and staff people?

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

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

   no chance to observe / not very inquisitive / very inquisitive

5. **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.

Signature __________________________  Date _______________

Please Print

Name __________________________  Phone _______________