INSTRUCTIONS FOR APPLICATION

1. The APPLICATION should be completed by the applicant and returned to Professor Shuffelton, Laird 204A, with all necessary attachments by the date above. Please use a word processor to complete this application.

2. The LETTERS OF REFERENCE, academic and personal, should be given to (1) a faculty member who can assess your academic performance, motivation, and ability to work in a group and (2) another person (a second faculty member, work supervisor, adviser, etc.) who knows your personal qualities. Discuss the recommendation form with your references 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 Shuffelton cannot act on any file that is incomplete.

3. A TRANSCRIPT and a DEGREE AUDIT of your Carleton work-to-date must be supplied with this application. Download your transcript and degree audit from the Hub.

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 the 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 will be scheduled with Professor Shuffelton. 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, October 2, 2009. The health assessment form is due by Tuesday, February 9, 2010.

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 out 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 OCS Director.
APPLICATION
CARLETON ENGLISH SEMINAR IN LONDON
Professor George Shuffelton
Spring 2010

Return your completed application to Professor Shuffelton, Laird 204A,
no later than Friday, April 24, 2009

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. 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 member who will complete your
   academic reference (see enclosed), and the name, title, and phone number of the person
   who will complete your personal reference (see enclosed).

Essay questions:
7. List any foreign travel experience you have had.
8. What are your talents, hobbies, and extracurricular activities? Please answer in list form.
9. Describe why you want to participate in the English Seminar in London – how it fits into
   your principal academic interests, what you hope to gain from the program and what you
   expect to contribute.

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 he/she
1) must register for the Carleton seminar’s courses and 2) does not have access to on-
campus housing during that term."

Adviser's signature ____________________________________________________________

Please print: Name ___________________________________________________________

Department _________________________________________ Phone ________________
For international students only
You must obtain the signature of the Director of International Student Programs in order to participate in a program of off-campus study.

Director of International Student Programs’ signature

Date

Attach an unofficial transcript and a degree audit, available on the Hub, to this application.

Return your completed application to Professor Shuffelton, Laird 204A, no later than Friday, April 24, 2009
ACADEMIC AND PERSONAL LETTER OF REFERENCE
CARLETON ENGLISH SEMINAR IN LONDON
Director: Professor George Shuffelton
Spring 2010

Return your completed application to Professor Shuffelton, Laird 204A,
no later than Friday, April 24, 2009

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 to observe) With a great deal of difficulty With little or no difficulty

4. 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

5. 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

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

   / __________________________/ __________________________/ __________________________/ 
   (no chance to observe) 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_____________

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ACADEMIC AND PERSONAL LETTER OF REFERENCE
CARLETON ENGLISH SEMINAR IN LONDON
Director: Professor George Shuffelton
Spring 2010

Return your completed application to Professor Shuffelton, Laird 204A, no later than Friday, April 24, 2009

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) With a great deal of difficulty Excellent

2. DISCUSSION SKILLS: Does the student participate adequately and appropriately?
   / ______________|______________/______________/______________/_______________
   (no chance to observe) With a great deal of difficulty Excellent

3. FLEXIBILITY: How does the student adjust to new situations?
   / ______________|______________/______________/______________/_______________
   (no chance to observe) With a great deal of difficulty With little or no difficulty

4. 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

5. 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

6. CURIOSITY: How inquisitive will the student be in both academic and non-academic settings?
   / ______________|______________/______________/______________/_______________
   (no chance to observe) Not very inquisitive Very inquisitive
7. OVERALL RECOMMENDATION: How would you summarize your overall recommendation?

_____ I recommend this student with enthusiasm.
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_____ 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

Return your completed application to Professor Shuffelton, Laird 204A, no later than Friday, April 24, 2009