INSTRUCTIONS FOR APPLICATION

1. The **APPLICATION** should be completed by the applicant and returned to Professor Jaret McKinstry in Laird 303, Mailstop: 3-ENGLISH with all necessary attachments by **Friday, April 11, 2014**. Please use a word processor to complete this application.

2. **REFERENCE FORMS**
   a. *The Academic Reference Form* should be given to a faculty member who can assess your academic performance, motivation, and ability to work in a group.
   b. *The Personal Reference Form* should be given to another person (a second faculty member, academic adviser, work supervisor, resident adviser, coach etc.) who knows your personal qualities.

   Leave the appropriate form with the person 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 submitted by the application deadline. **Professor McKinstry 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. A short personal **INTERVIEW** will be scheduled with Professor McKinstry. Eligibility criteria that will be considered during the selection process include faculty recommendations, satisfactory completion of academic prerequisites, academic and personal reasons for participation, GPA, personal qualities (maturity, independence, adaptability, ability to contribute to and engage with the group, flexibility, ability to deal with stress, conscientiousness, physical stamina, and a sense of humor), class year preference, 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, September 19, 2014**. The health assessment form will be due no later than **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 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. 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. 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.

4. A student with a **DISABILITY** that may affect participation should discuss necessary accommodations as soon as possible with the Director of Off-Campus Studies and the Academic Accommodations Coordinator.
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, 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 (short answer)
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 individuals who will complete your references.

Part 2 – Essay Questions
5. Describe your academic goals for this specific program. Be sure to discuss how this program will complement your academic interests and how it might enhance your long-term aspirations.
6. What are your personal goals for this program? What do you hope to learn by exploring and living in another country and in an urban environment?
7. What in your background and experience (courses, research, travel, etc.) has helped prepare you to attain these goals?
8. Briefly describe some of the talents, hobbies, or extra-curricular activities that help define you.
9. We live and work closely together on an off-campus program. What do you think you will contribute to the group dynamic on the London program, socially and academically?
10. What are your strengths and weaknesses when it comes to traveling, living and working with a diverse group of people? What personal challenges do you think you might face under these conditions, and how are you prepared to handle them?
11. Please describe a time when you were faced with an unfamiliar situation, and explain how you reacted and adapted to it, and perhaps learned from it.
12. Is there anything else about yourself that you would like me as the faculty leader to know?

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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. As of the application deadline, this student is committed to studying off-campus during the designated term and understands that s/he 1) must register for the Carleton seminar’s courses and 2) understands that s/he does not have access to Carleton housing in Northfield during that term.”

Adviser’s signature __________________________________________________________

Please print: Name __________________________________________________________

Department ______________________________ Phone ______________

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 degree audit, available on the HUB, to this application.

Return your completed application to Professor Jaret McKinstry, Laird 303, Mailstop: 3-ENGLISH no later than 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 Reference: Mr./Ms./Dr./Prof. ________________________________

1. Is your recommendation based primarily on (check all that apply):
   - ☐ Coursework (if yes, how many? ______________________)
   - ☐ 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 &amp; 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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</table>
3. What qualities does this student demonstrate in class discussion, and how do you think that this student would interact in large and small group settings?

4. Are there other things that 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 Susan Jaret McKinstry, Laird 303, (Mailstop: 3-ENGLISH) no later than Friday, April 11, 2014.
CONFIDENTIAL PERSONAL REFERENCE FORM

English Literature & Theater in London
Carleton OCS Seminar, winter 2015
Faculty Director: Professor Susan Jaret McKinstry

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 Reference: Mr./Ms./Dr./Prof. ________________________________

1. Is your recommendation based primarily on (check all that apply):
   ☐ Some personal contact
   ☐ Significant personal contact

2. Relationship to Applicant? ______________________________________

3. According to the following criteria, how would you rate the applicant?

<table>
<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>Intellectual curiosity</td>
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<td>Reliability/Integrity</td>
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<td>Personal maturity and responsibility</td>
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<td>Adaptability and initiative in facing new situations</td>
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<td>Self-confidence &amp; self-esteem</td>
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<td>Ability to relate well to others</td>
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<td>Emotional stability</td>
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<td>Ability to handle stressful situations/problem-solve</td>
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<td>Openness to personal and cultural difference</td>
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<td>Ability to lead effectively</td>
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<td>Ability to follow effectively</td>
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<td>Ambassador/good citizen qualities</td>
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4. What role can you imagine the student playing in a group? What qualities would s/he bring to a group dynamic?

5. As you think about this student studying abroad in London, what will be his/her strengths? What will be his/her challenges?

6. Is there anything else you would like to note about the student?

7. 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 Susan Jaret McKinstry, Laird 303, (Mailstop: 3-ENGLSH) no later than Friday, April 11, 2014.