INSTRUCTIONS FOR APPLICATION

1. The APPLICATION should be completed by the applicant and returned to the Political Science Department Office, Willis 402, by April 19, 2010 (spring application) or October 4, 2010 (fall application). Please use a word processor or a black ink pen to complete this application.

2. The LETTERS OF REFERENCE 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 (work supervisor, resident adviser, etc.) who knows your personal qualities. Leave the appropriate form with the individuals 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 with Professor Montero by the application deadline. Professor Montero will not act on any file that is incomplete.

3. A TRANSCRIPT and 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 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. Professor Montero may schedule a personal INTERVIEW. 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, willingness to initiate intercultural opportunities, flexibility, ability to deal with stress, a sense of humor, physical stamina), and compliance with Carleton College policies.

6. Students will be informed in writing of decisions on their application.

7. Students admitted to the European Political Economy seminar will be expected to confirm their intention to participate by signature on a letter due no later than Friday, September 17, 2010. The health form will be due no later than Friday, January 21, 2011. Failure to turn in the form will result in immediate dismissal from the program and replacement by a waitlist applicant.

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 Academic Accommodations Coordinator and the seminar faculty director.
APPLICATION
CARLETON EUROPEAN POLITICAL ECONOMY SEMINAR IN MADRID AND MAASTRICHT
Professor Al Montero
Spring 2011

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), along with their address(es) and telephone number(s) at work and home.
3. List by name and term any 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 individuals who will complete your academic and personal references (see enclosed).

Essay questions:
7. Please describe any travel experience you have had.
8. What are your principal academic interests?
9. What courses have you taken or do you plan to take that are most relevant to this seminar?
10. What are your talents, hobbies, and extracurricular activities?
11. Please indicate why you want to participate in the Carleton European Political Economy seminar in Madrid and Maastricht.

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.”

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 a program of off-campus study.

Associate Director of OIIIL’s signature ___________________________ Date ____________

➡️ Attach an unofficial transcript and degree audit, available on the Hub.
➡️ Return application to the Political Science Department Office, Willis 402, no later than Monday, April 19, 2010 (spring application) or Monday, October 4, 2010 (fall application
CONFIDENTIAL REFERENCE FORM
CARLETON EUROPEAN POLITICAL ECONOMY SEMINAR IN MADRID AND MAASTRICHT
Director: Professor Al Montero
Spring 2011

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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<th>Attribute</th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
<th>N/A</th>
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over
3. What role can you imagine the student playing in a group?

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

______________________________  __________________
Signature                     Date

______________________________  __________________
Name (please print)            Phone

Please return this form to the Political Science Department Office, Willis 402, by Monday, April 19, 2010 (first round) or Monday, October 4, 2010 (second round).
To be completed by the applicant:

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   to have the applicant participate?

   Signature ___________________________ Date ___________________________

   Name (please print) ___________________________ Phone ___________________________

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