CARLETON SPANISH SEMINAR IN MADRID, Fall 2007
Faculty Director: Jorge Brioso
Application Deadline: Friday, February 12, 2007

INSTRUCTIONS FOR APPLICATION

1. The **APPLICATION** should be completed by the applicant and returned to the Spanish Department, LDC 340, by **Friday, February 12, 2007**. Please use a word processor or typewriter to complete this application.

2. The **LETTERS OF REFERENCE**, academic and language, should be given to (1) a faculty member who can assess your academic performance, motivation, and ability to work in a group, and (2) a language instructor. 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, **Friday, February 12, 2007**. **Professor Brioso cannot act on any file that is incomplete.**

3. A **TRANSCRIPT** of your Carleton work-to-date should be supplied with this application. Download your transcript from the Registrar’s webpage at [http://www.carleton.edu/campus/registrar/transcripts.html](http://www.carleton.edu/campus/registrar/transcripts.html).

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. A personal **INTERVIEW** will be scheduled with Professor Brioso. Eligibility criteria that will be considered during the selection process include faculty recommendations, satisfactory completion of academic prerequisites, GPA, 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 College policies.

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

7. Students admitted to the Madrid Seminar will be expected to confirm their intention to participate by signature on a letter of agreement due no later than **Friday, March 30, 2007**. The health form will be due no later than **Tuesday, May 1, 2007**.

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/or 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 Academic Accommodations Coordinator and the seminar faculty director.
APPLICATION
CARLETON SPANISH SEMINAR IN MADRID
Professor Jorge Brioso
Fall 2007

Return your completed application to the Spanish Department, LDC 340, no later than Friday, February 12, 2007.

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 Madrid program.
9. What in your background and experience has helped prepare you to attain these goals?

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."

Advisor's signature ________________________________

Please print: Name __________________________________________________________
Department ____________________________________ Phone _________________

Attach an unofficial transcript, available on the Registrar’s web page, to this application.

Return your completed application to the Spanish Department, LDC 340, no later than Friday, February 12, 2007.
ACADEMIC LETTER OF REFERENCE
CARLETON SPANISH SEMINAR IN MADRID
Director: Professor Jorge Brioso
Fall 2007

Please return to the Spanish Department, LDC 340,
by Friday, February 12, 2007

ACADEMIC REFERENCE FOR __________________________________________

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______________

Study 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 a 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.

<table>
<thead>
<tr>
<th>(no chance to observe)</th>
<th>very weak</th>
<th>excellent</th>
</tr>
</thead>
</table>

2. DISCUSSION SKILLS: Does the student participate adequately and appropriately?

<table>
<thead>
<tr>
<th>(no chance to observe)</th>
<th>very weak</th>
<th>excellent</th>
</tr>
</thead>
</table>

3. RESPONSIBILITY & PUNCTUALITY: How would you gauge this student on these points?

<table>
<thead>
<tr>
<th>(no chance to observe)</th>
<th>very weak</th>
<th>excellent</th>
</tr>
</thead>
</table>

4. FLEXIBILITY: How does the student adjust to new situations?

<table>
<thead>
<tr>
<th>(no chance to observe)</th>
<th>with a great deal of difficulty</th>
<th>with little or no difficulty</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>(no chance to observe)</th>
<th>with a great deal of difficulty</th>
<th>with little or no difficulty</th>
</tr>
</thead>
</table>

6. STAMINA: How will the student adjust to a physically demanding schedule?

<table>
<thead>
<tr>
<th>(no chance to observe)</th>
<th>with a great deal of difficulty</th>
<th>with little or no difficulty</th>
</tr>
</thead>
</table>
7. CURIOSITY: How inquisitive will the student be in both academic and non-academic settings?

/no chance to observe / not very inquisitive / very inquisitive

8. COURTESY: How thoughtful, respectful, and tactful will the student be in dealing with people of markedly different religions and political views?

/no chance to observe / not very courteous / very courteous

9. 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 (but don’t feel obliged to fill this space if the questions above meet your needs)

___________________________ __________________________
Signature Date

Please Print
Name Phone
LANGUAGE REFERENCE
CARLETON SPANISH SEMINAR IN MADRID
Director: Professor Jorge Brioso
Fall 2007

Please return to the Spanish Department, LDC 340,
no later than Friday, February 12, 2007.

LANGUAGE 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 use this sheet to write your comments. The Madrid program is intensive and
depends on the student’s motivation and flexibility. Please be as specific as possible in discussing
the student’s language capabilities and overall attitudes.

________________________________________________   __________________
Signature       Date

Please Print
Name
Phone