INSTRUCTIONS FOR APPLICATION

1. The **APPLICATION** should be completed by the applicant and returned to the Spanish Department, LDC 340, by **Monday, February 11, 2008**. 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, **Monday, February 11, 2008**. **Professor Alvarez-Blanco 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, proficiency in the use of Spanish language, 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, April 4, 2008**. The health form will be due no later than **Tuesday, May 6, 2008**.

**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 Palmar Alvarez-Blanco
Fall 2008

Return your completed application to the
Spanish Department, LDC 340,

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, Monday, February 11, 2008.
ACADEMIC LETTER OF REFERENCE
CARLETON SPANISH SEMINAR IN MADRID
Director: Professor Palmar Alvarez-Blanco
Fall 2008

Please return to the Spanish Department, LDC 340,
by Monday, February 11, 2008

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 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                     very weak excellent
to observe)                        

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

   /________________/________________/________________/________________/
   (no chance                     very weak excellent
to observe)                        

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

   /________________/________________/________________/________________/
   (no chance                     very weak excellent
to observe)                        

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

   /________________/________________/________________/________________/
   (no chance                     with a great deal with little or no
to observe)                       difficulty difficulty

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

   /________________/________________/________________/________________/
   (no chance                     with a great deal with little or no
to observe)                       difficulty difficulty

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

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

/____________/____________/_______________/_______________/_______________/
(no chance       not very inquisitive                                                                               very inquisitive
to observe)

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

/____________/____________/_______________/_______________/_______________/
(no chance       not very courteous                                                                               very courteous
to observe)

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 Palmar Alvarez-Blanco
Fall 2008

Please return to the Spanish Department, LDC 340, no later than Monday, February 11, 2008.

LANGUAGE 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 _____________

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.

Signatures

Date

Please Print

Name

Phone