INSTRUCTIONS FOR APPLICATION

1. The APPLICATION should be completed by the applicant and returned to the Spanish Department, LDC 340, by **February 7, 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 Language Reference form* should be given to a language instructor.

   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 in place by the application deadline. Professor Huergo 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 personal **INTERVIEW** will be scheduled with Professor Huergo. Eligibility criteria that will be considered during the selection process include faculty recommendations, satisfactory completion of academic prerequisites, GPA, proficiency in Spanish, 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.

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, April 4, 2014**. The health assessment form will be due no later than **Friday, April 18, 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 Coordinator of Disability Services.
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 and essay 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
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 and personal goals for participating in this program. Be sure to discuss how this program will complement your academic interests and how it might enhance your long-term aspirations.
6. What in your background and experience (courses, research, travel, etc.) has helped prepare you to attain these goals?
7. The Carleton Madrid seminar is an immersion program—the use of Spanish is mandatory at all times throughout the duration of the program. What benefits do you see in having an immersion program? What course of action would you take with a student who speaks English outside of class?
8. 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 will face under these conditions, and how are you prepared to handle them?
9. If you have traveled or lived abroad, please describe one such experience. If not, what is one thing you hope to learn by traveling to a new country? Please note that experience abroad is neither expected nor required for this program.
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) 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. **Transcript and Degree Audit (Program Evaluation)**

All applicants MUST attach an unofficial transcript and degree audit, available on the HUB, to this application.

⇒ Return your completed application to Mary Tatge, Spanish Department, LDC 340, Mailstop: 4-SPAN no later than Friday, February 7, 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 Referee: Mr./Ms./Dr./Prof. ______________________________________

1. Is your recommendation based primarily on (check all that apply):

☐ Coursework  (if checked, how many courses: __________)
☐ 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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over
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. 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

   to have the applicant participate?

__________________________________________________________
Signature

__________________________________________________________
Date

__________________________________________________________
Name – Please Print

__________________________________________________________
Phone

⇒ Please return to Mary Tatge, Spanish Department, LDC 340, Mailstop: 4-SPAN no later than Friday, February 7, 2014
Studying abroad requires emotional maturity, self-discipline, and a good amount of physical stamina. Participants must be able to adjust to different cultures, function as active members 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. This 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**. If you find it helpful, you may also use the table below.

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