INSTRUCTIONS FOR APPLICATION

1. The APPLICATION should be completed by the applicant and returned to Mary Tatge, Administrative Assistant, Department of Spanish, Language and Dining Center, room 340, by Friday, May 8, 2009. Please use a word processor or typewriter to complete this application.

2. The Academic and Personal Letter of Reference should be given to a faculty member who can assess your academic performance, motivation, and ability to work in a group, and who knows your personal qualities. The Language Reference should be given to a faculty member who can assess your capabilities and attitudes. 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 submitted by the application deadline, May 8, 2009. Professor Cerna-Bazán will not act on any file that is incomplete.

3. A writing sample in Spanish must be included in your application. It may be an essay done for class, something new written expressly for this application, creative writing, or anything in Spanish that demonstrates language ability.

4. A TRANSCRIPT and a DEGREE AUDIT of your Carleton work-to-date must be supplied with this application. Download your transcript and degree audit from the HUB.

5. Applicants for Carleton programs should know that 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.

6. A short personal INTERVIEW may be scheduled with Professor Cerna-Bazán. 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.

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

8. Students admitted to the seminar will be expected to confirm their intention to participate by signature on a letter and completion of the health form, due no later than Friday, September 18, 2009. The health form will be due no later than Tuesday, October 20, 2009.

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 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 LANGUAGE SEMINAR IN MEXICO, Winter 2010
Director: José Cerna-Bazán

Return your completed application to the Spanish Department,
LDC 340, no later than May 8, 2009

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 names and departments of the Carleton faculty members who will complete your academic reference and language references (see enclosed).

Essay questions:
7. Describe any foreign travel experience you have had.
8. What are your principal academic interests?
9. What are your talents, hobbies, and extracurricular activities?
10. Describe why you want to participate in the Spanish language seminar in Mexico.

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

Adviser’s signature

Please print: Name __________________________
Department ________________________________ Phone ________________
For International Students Only
You must obtain the signature of the Director of International Student Programs in order to participate in a program of off-campus study.

____________________________
Director of International Student Programs’ Signature

__________________________
Date

- Attach an unofficial transcript and a degree audit, available on the Hub, to this application.
- Return your completed application to the Spanish Department, LDC 340, no later than May 8, 2009.
ACADEMIC AND PERSONAL LETTER OF REFERENCE
CARLETON SPANISH LANGUAGE SEMINAR IN MEXICO
Director: Professor José Cerna-Bazán
Winter 2010

Please return this letter of reference to the Spanish Department, LDC 340,
no later than May 8, 2009.

ACADEMIC AND PERSONAL 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 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.
\[ \frac{\text{no chance}}{\text{With a great deal}} \frac{\text{With little or}}{\text{to observe}} \frac{\text{of difficulty}}{\text{no difficulty}} \]

2. DISCUSSION SKILLS: Does the student participate adequately and appropriately?
\[ \frac{\text{no chance}}{\text{With a great deal}} \frac{\text{With little or}}{\text{to observe}} \frac{\text{of difficulty}}{\text{no difficulty}} \]

3. LANGUAGE SKILLS I: How would you gauge this student’s reading and writing abilities for this
level program?
\[ \frac{\text{no chance}}{\text{Very weak}} \frac{\text{Excellent}}{\text{to observe}} \]

4. LANGUAGE SKILLS II: How would you gauge this student’s speaking and listening abilities for this
level program?
\[ \frac{\text{no chance}}{\text{Very weak}} \frac{\text{Excellent}}{\text{to observe}} \]

5. FLEXIBILITY: How does the student adjust to new situations?
\[ \frac{\text{no chance}}{\text{With a great deal}} \frac{\text{With little or}}{\text{to observe}} \frac{\text{of difficulty}}{\text{no difficulty}} \]

6. COLLEGIALITY: How easily will the student get along with other Carleton students and
staff people?
\[ \frac{\text{no chance}}{\text{With a great deal}} \frac{\text{With little or}}{\text{to observe}} \frac{\text{of difficulty}}{\text{no difficulty}} \]
7. STAMINA: How will the student adjust to a physically demanding schedule?
   /_________/_________________/___________________
   (no chance to observe) With a great deal of difficulty With little or no difficulty

8. CURIOSITY: How inquisitive will the student be in both academic and non-academic settings?
   /_________/_________________/___________________
   (no chance to observe) Not very inquisitive Very inquisitive

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.

______________________________  __________________
Signature                      Date

______________________________________     ______
Please print                       Phone
Name                                 Phone

Please return this form to the Spanish Department Office, LDC, room 340, no later than Friday, May 8, 2009.
Please return to this Language Reference to the Spanish Department Office, LDC 340, by Friday, May 8, 2009.

LANGUAGE REFERENCE for ________________________________
(student’s name)

_____ I waive my right of access to this recommendation

_____ I DO NOT waive my right of access to this recommendation

Student’s Signature _______________________________ Date ____________________

Please use this sheet to write your comments. Studying abroad requires emotional maturity, self-discipline, and a certain amount of physical stamina. Participants must be able to adjust to different cultural influences, speak Spanish all the time, 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. Please be as specific as possible in discussing the student’s language skills, capabilities, work, and attitudes.

___________________________________________________ __     __________
Signature        Date            Phone

Please Print Name

___________________________________________________ _______________________

Thank you for your assistance.

Please return this form to the Spanish Department Office, LDC, room 340, no later than Friday, May 8, 2009.