INSTRUCTIONS FOR APPLICATION

1. The APPLICATION should be completed by the student and returned to Mary Tatge, Modern Languages Office, LDC 340, by Monday, April 28, 2008 (spring application). Please use a word processor to complete this application.

2. Two LETTERS OF REFERENCE, one academic and one personal, should be given to (1) a faculty member (other than the program director) who can assess your academic performance, motivation, and ability to work in a group and (2) another person (work supervisor, resident adviser, high school counselor, etc.) who knows your personal qualities well. Leave the appropriate form with the faculty member willing to write for you with an envelope addressed to Mary Tatge (above); request return by the application deadline. It is the responsibility of each applicant to see that all materials are in place by the application deadline. Professor Nemec Ignashev 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

4. Applicants for Carleton programs should know that the Family Educational Rights & Privacy Act prevents release of information that is professionally confidential to the Health Service or Counseling Center at Carleton, but it allows disclosure to faculty of information held in student files elsewhere within the College if that information 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 the faculty director. A student who may be concerned about 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 short personal INTERVIEW will be scheduled with Professor Nemec-Ignashev. Eligibility criteria that will be considered during the selection process include faculty recommendations, satisfactory completion of academic prerequisites and fulfillment of courses as outlined in this application, 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 College policies.

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

7. Students admitted to the Moscow Seminar will be expected to confirm their intention to participate by signature on a letter due no later than Friday, September 19, 2008. Visa applications will be submitted at the end of Fall Term 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. In applying for visas, students accepted to the program may be required to submit HIV test results to the Russian Embassy.

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 in Russia or to take 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 RUSSIAN STUDIES SEMINAR IN MOSCOW
Professor Diane Nemec Ignashev
Spring 2009

Return your completed application to Mary Tatge, Modern Languages Office, LDC 340, no later than April 28, 2008.

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). NB: for students with no other background in Russian culture Russ 150 is strongly encouraged in fall 2008.
6. List the name and department of the Carleton faculty member who will complete your academic reference and the name and position of the person completing your personal reference (see enclosed).

Essay questions:
1. What are your principal academic interests?
2. What are your academic and personal goals for the Moscow program? Which of your goals do you think will coincide with those of other students in the program? Which do you feel are unique to your development?
3. What things, aside from academics, do you do that would be helpful to the life of our group?
4. List any foreign travel experience you have had. Have you ever been in a homestay? Describe.
5. Have you been to Russia before? If so, under what circumstances?
6. Do you know other students who have been to Russia? What programs have they done?
7. Describe why you wish to participate in this program: how does it complement your education at Carleton? How do you intend to use your knowledge of Russia in your life beyond Carleton?
8. Describe your experience living in a family, your own or someone else’s: numbers of parents; children; house or apartment; pets; smokers; variety of generations; own room or shared; commuted to school or not; curfews; meals together-- whatever mattered and will matter to you on your homestay in Moscow.

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.”

Adviser's signature ____________________________________________

Please print: Name ____________________________________________

Department ________________________________  Phone ____________________________

Attach an unofficial transcript and a degree audit, available on the Registrar's web page, to this application.

Return your completed application to Mary Tatge, Modern Languages Office, LDC 340, no later than April 28, 2008.
ACADEMIC LETTER OF REFERENCE
CARLETON RUSSIAN SEMINAR IN MOSCOW
Director: Professor Diane Nemec Ignashev
Spring 2009

Please return to Mary Tatge, Modern Languages Office, LDC 340, no later than April 28, 2008 (spring application)

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 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 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 of difficulty with little or no difficulty
to observe

5. COLLEGIALITY: How easily will the student get along with other students, instructors, and staff people?
   /________________/_________________/_______________ ___/___________________/
   no chance with a great deal of difficulty with little or no difficulty
to observe
6. STAMINA: How will the student adjust to a physically demanding schedule?

/____________/________________/_________________/_______________/
no chance with a great deal with little or no
to observe of difficulty difficulty

difficulty to observe

7. CURIOSITY: How inquisitive will the student be in both academic and non-academic settings?

/____________/________________/_________________/_______________/
no chance not very inquisitive very inquisitive
to observe

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

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)
Please return to Mary Tatge, Modern Languages Office, LDC 340, no later than April 28, 2008 (spring application)

**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 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 place a mark at the point that best describes your impression of the student:

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

| /________________/________________/________________/________________/ | with little or
| no chance | with a great deal | of difficulty | no difficulty |
| to observe | | | |

2. **COLLEGIALLY:** How easily will the student get along with other students, instructors, and staff people?

| /________________/________________/________________/________________/ | with little or
| no chance | with a great deal | of difficulty | no difficulty |
| to observe | | | |

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

| /________________/________________/________________/________________/ | with little or
| no chance | with a great deal | of difficulty | no difficulty |
| to observe | | | |

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

| /________________/________________/________________/________________/ | excellent |
| no chance | very weak | | |
| to observe | | | |

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

| /________________/________________/________________/________________/ | very courteous |
| no chance | not very courteous | | |
| to observe | | | |
6. CURIOSITY: How inquisitive will the student be in both academic and non-academic settings?

/no chance/ not very inquisitive/ very inquisitive

to observe

7. 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
Name ______________________          Phone ______________

Please return to Mary Tatge, Modern Languages Office, LDC 340,
no later than April 28, 2008 (spring application)