

CARLETON MOSCOW & BEYOND: RUSSIAN LANGUAGE & CULTURE

Faculty Director: Diane Nemec Ignashev

Spring 2012

Application Deadline: Friday, April 15, 2011

INSTRUCTIONS FOR APPLICATION

1. The **APPLICATION** should be completed by the applicant and returned to Mary Tatge, German and Russian Department, LDC 340, MailStop: 4-GERMAN by **Friday, April 15, 2011.** **Please use a word processor to complete this application.**
2. The **LETTERS OF REFERENCE** 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, etc.) who knows your personal qualities well. Leave the appropriate form and envelope addressed to Mary Tatge Mailstop 4-GERMAN 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, April 15, 2011. Professor Nemec Ignashev will not act on any file that is incomplete.
3. A **TRANSCRIPT** and **DEGREE AUDIT** must be supplied with this application. Download your transcript and degree audit from the Hub.
4. A 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, 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.
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 no later than **Friday, September 16, 2011.** The **health assessment** form will be due no later than **Friday, January 20, 2012.**

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.
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.

APPLICATION
CARLETON MOSCOW & BEYOND: RUSSIAN LANGUAGE & CULTURE
Faculty Director: Diane Nemec Ignashev
Spring 2012

Please complete the following spaces by printing clearly:

Name _____ Year of Graduation _____ M/F _____

Email address _____ Student ID number _____

Major (or intended major) _____ Citizenship _____

Please answer the following questions on a separate piece of paper, 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 in fall 2011 will be required.
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:

7. What are your personal academic interests?
8. 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?
9. What things, aside from academics, do you do that would be helpful to the life of our group?
10. Have you been to Russia before? If so, under what circumstances?
11. Do you know other students who have been to Russia? What programs have they done?
12. 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?
13. 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 – what ever 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."

2 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 a program of off-campus study.



Associate Director of OILL's signature

Date

➔ ***Attach an unofficial transcript and degree audit, available on the Hub,***

➔ ***Return your completed application to Mary Tatge, German and Russian Department, LDC 340, no later than April 15, 2011.***

CONFIDENTIAL REFERENCE FORM
CARLETON MOSCOW & BEYOND: RUSSIAN LANGUAGE & CULTURE
Director: Professor Diane Nemec Ignashev
Spring 2012

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
- ☐ Some personal contact
- ☐ Significant personal contact

2. According to the following criteria, how would you rate the applicant?

Attribute	Poor	Fair	Good	Excellent	N/A
Academic ability					
Academic interest & motivation					
Reliability/Integrity					
Level of maturity					
Adaptability and initiative in facing new situations					
Self-confidence & self-esteem					
Relates well to others					
Emotional Stability					
Open-mindedness					
Ability to work independently					
Ambassador/good citizen qualities					

4. What role can you imagine the student playing in a group?

5. Is there anything else you would like to note about the student?

6. 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 this form to *Mary Tatge, German and Russian Department, (4-GERMAN)*
*LDC 340, no later than April 15, 2011.***

CONFIDENTIAL REFERENCE FORM
CARLETON MOSCOW & BEYOND: RUSSIAN LANGUAGE & CULTURE
Director: Professor Diane Nemec Ignashev
Spring 2012

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
- ☐ Some personal contact
- ☐ Significant personal contact

2. According to the following criteria, how would you rate the applicant?

Attribute	Poor	Fair	Good	Excellent	N/A
Academic ability					
Academic interest & motivation					
Reliability/Integrity					
Level of maturity					
Adaptability and initiative in facing new situations					
Self-confidence & self-esteem					
Relates well to others					
Emotional Stability					
Open-mindedness					
Ability to work independently					
Ambassador/good citizen qualities					

4. What role can you imagine the student playing in a group?

5. Is there anything else you would like to note about the student?

6. 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 this form to *Mary Tatge, German and Russian Department, (4-GERMAN)*
*LDC 340, no later than April 15, 2011.***