IDENTITY AND BELONGING IN THE NEW EUROPE (IN EDINBURGH AND BUDAPEST)
Carleton OCS Seminar, spring 2014
Faculty Director: Professor Devashree Gupta

Application Deadline: First round, Friday, 19 April 2013. Second round, Friday, 11 October 2013

INSTRUCTIONS FOR APPLICATION

1. The APPLICATION should be completed by the applicant and returned to Tricia Peterson, Political Science Administrative Assistant, Willis 402 by Friday, 19 April, 2013 (first round) or Friday, 11 October, 2013 (second round). Please use a word processor to complete this application.

2. The LETTERS OF REFERENCE, academic and personal, should be given to (1) a faculty member 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. Leave the appropriate form with the people 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, April 19, 2013. Professor Gupta will not act on any file that is incomplete.

3. 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.

4. A personal INTERVIEW may be scheduled with Professor Gupta. 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 20, 2013. The health form will be due no later than Friday, January 17, 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 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 the 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.

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 faculty director and/or the OCS Director.
APPLICATION

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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.

1. Your name.

2. List by name and term other off-campus study program(s) you have gone on or intend to go on.

3. List the courses in which you are currently enrolled (put an “*” by the courses that will apply to your major).

4. List the courses you plan to enroll in before departure on this program (put an “*” by the courses that will apply to your major).

5. List the name and department of one Carleton faculty member who will serve as an academic reference and one other person (faculty, work supervisor, resident adviser, etc.) who may provide a reference for you.

Essay questions:

1. What political science courses have you had at Carleton and from whom?

2. What courses in related departments (economics, sociology/anthropology, history) have you had from and from whom?

3. Describe any government or political experience you have had (if any).

4. Describe your principal objectives in wanting to participate in this program and how the program will particularly benefit you.

5. Describe briefly your extracurricular interests in college, your work experience, and your special interests.

3. All applicants MUST attach an unofficial transcript and degree audit, available on the HUB, to this application.
4. **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) understands that s/he 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 Director of International Student Programs in order to participate in an off-campus study program.

________________________________________________________________________

Director of International Student Program’s Signature  Date

➔ **Return your completed application to Tricia Peterson, Political Science Department, Willis 402, no later than Friday, April 19, 2013.**

(or Friday, October 11, 2013 second round)
CONFIDENTIAL REFERENCE FORM

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Faculty Director: Devashree Gupta

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?

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

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 this form to Tricia Peterson, Willis 402, Mailstop: 5-POLSCI no later than Friday, April 19, 2013 (or Friday, October 11, 2013 second round).*
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