

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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Carleton OCS Seminar, spring 2014

Faculty Director: Devashree Gupta

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

Identity and Belonging in the New Europe (in Edinburgh and Budapest)

Carleton OCS Seminar, spring 2014

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?

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					

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
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