CARLETON JAZZ IN NEW YORK CITY
Winter Break 2008
Application Deadline: Monday, April 7, 2008

INSTRUCTIONS FOR APPLICATION

1. The APPLICATION should be completed by the applicant and returned to the Off-Campus Studies Office, Leighton 119 by Monday, April 7, 2008. Please use a word processor to complete this application.

2. The LETTERS OF REFERENCE, academic or personal, should be given to two (2) faculty members who can assess your academic performance, motivation, and ability to work in a group. 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 in place by the application deadline, Monday, April 7, 2008. Professor Kelly cannot act on any file that is incomplete.

3. An unofficial 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 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.

5. A personal INTERVIEW will be scheduled with Professor Kelly. 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.

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

7. 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, May 9, 2008. The health form will be due no later than Tuesday, October 21, 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.

2. Regarding HEALTH INSURANCE, students must 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/or 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 JAZZ IN NEW YORK CITY
Professor Stephen Kelly
Winter Break 2008

Return your completed application to the Off-Campus Studies Office, Leighton 119, no later than Monday, April 7, 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, 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 name and department of the Carleton faculty members who will complete your academic and language references (see enclosed).
7. Hodgepodge

Favorite book:     Favorite TV program:
Favorite recording:     Favorite time of day:
Favorite activity:     Favorite animal:
Favorite movie:     Favorite word:
Favorite section of the newspaper:     Favorite source of the news:
Favorite magazine:     Most prized possession:
Favorite quotation:

8. List your activities (school-related or otherwise) in the order of importance to you. Explain the nature and extent of your involvement, if necessary.

                     School years                     Hrs./wk.
Activity     (e.g. 9th, 10th-12th, frosh, etc.)

Essay questions:
Please provide brief answers to the following questions on a separate piece of paper, typed or word-processed. Be sure to number your answers to correspond to the question numbers.

9. What courses in the last two years did you find most stimulating? Why?

10. How did you spend the last two summers?
11. Describe your interest in taking this particular course of study. What do you hope to gain from this experience?

12. Describe you general academic interests.

13. What courses have you taken at Carleton, which you feel would be relevant to this program.

14. Please assess your ability to participate in group travel. Do you have any concerns that the director should be aware of?

15. Write a brief musical autobiography including a description of your musical background. Include a list of any music courses, instrumental or vocal study you have taken at Carleton or elsewhere.

16. Tell me what kind of music you listen to and why music is important to you.

17. Let me know something about you that I might not learn from the rest of the application. There is no "correct" way to respond to this essay request. You may write about your family, significant experiences, people who have influenced you, intellectual and artistic experiences, personal aspirations—wherever your imagination leads you.

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

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 Date

Attach an unofficial transcript available on the Registrar’s web page, to this application.
ACADEMIC LETTER OF REFERENCE

CARLETON JAZZ IN NEW YORK CITY
Professor Stephen Kelly
Winter Break 2008

*Return your completed application to the Off-Campus Studies Office, Leighton 119, no later than Monday, April 7, 2008.*

**ACADEMIC 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______________

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:

<table>
<thead>
<tr>
<th></th>
<th>1. CRITICAL SKILLS: Assess the student’s abilities at critical reading and writing.</th>
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<th>2. DISCUSSION SKILLS: Does the student participate adequately and appropriately?</th>
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<th>3. RESPONSIBILITY &amp; PUNCTUALITY: How would you gauge this student on these points?</th>
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<td>/ no chance / very weak / excellent / to observe</td>
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<th>4. FLEXIBILITY: How does the student adjust to new situations?</th>
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<th>5. COLLEGIALITY: How easily will the student get along with other students, instructors, and staff people?</th>
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<td>/ no chance / with a great deal / with little or no difficulty / to observe</td>
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</table>
6. STAMINA: How will the student adjust to a physically demanding schedule?

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

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

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

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 not very courteous  

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)  

________________________________________________________________________  
Signature Date  

Please Print  
Name Phone  

Return your completed application to the Off-Campus Studies Office, Leighton 119,  
no later than Monday, April 7, 2008.
PERSONAL LETTER OF REFERENCE

CARLETON JAZZ IN NEW YORK CITY
Professor Stephen Kelly
Winter Break 2008

Return your completed application to the Off-Campus Studies Office, Leighton 119, no later than Monday, April 7, 2008.

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?

   /________________/_________________/______________ ____/___________________/
   no chance with a great deal with little or
to observe of difficulty no difficulty

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

   /________________/_________________/______________ ____/___________________/
   no chance with a great deal with little or
to observe of difficulty no difficulty

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

   /________________/_________________/______________ ____/___________________/
   no chance with a great deal with little or
to observe of difficulty no difficulty

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

   /________________/_________________/______________ ____/___________________/
   no chance with a great deal with little or
to observe of difficulty no difficulty

5. 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
6. CURIOUSITY: 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.
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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).

________________________________________________   __________________
Signature                       Date

Please Print

Name     Phone

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