CARLETON FRENCH STUDIES SEMINAR IN PARIS
Spring 2006
Application Deadline: Monday, April 25th, 2005

INSTRUCTIONS FOR APPLICATION

1. The APPLICATION should be completed by the applicant and returned to the Romance Languages and Literatures Department, LDC 340, by Monday, April 25th, 2005. Please use a word processor or typewriter to complete this application.

2. The LETTERS OF REFERENCE, academic and language, should be given to two DIFFERENT faculty members: (1) a faculty member who can assess your academic performance, motivation, and ability to work in a group, and (2) a language instructor. 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 25th, 2005. Professor Pósfay 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 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 Pósfay. 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 Paris Seminar will be expected to confirm their intention to participate by signature on a letter of agreement due no later than Friday, September 16th, 2005. The health form will be due no later than Tuesday, February 7th, 2006.

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/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 Susan Keesey and the seminar faculty director.
APPLICATION
CARLETON FRENCH STUDIES SEMINAR IN PARIS
Director: Eva Pósfay, Spring 2006

Return to the Romance Language Department, LDC 340, no later than April 25th, 2005.

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).

6. List the name and department of the Carleton faculty members who will complete your academic references (see enclosed).

Essay questions:

7. Why would you like to participate in the Paris program in the Spring of 2006? What do you hope to gain from this experience? (Please limit to 3 paragraphs).

8. Describe briefly your extracurricular interests.
   a) Your work experience or summer activities
   b) Special interests and talents

9. What French courses have you taken at Carleton? For each course, please give the name of the professor in parentheses. Include any French course you are currently taking.

10. If you are applying for any other off-campus program(s) during the 2005-2006 academic year, please list the name(s).

11. What travel / living experience abroad have you had, if any?

12. Any other information you think I should know as I consider your candidacy?

Endorsement by your faculty advisor 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.”

Advisor’s signature ___________________________________________________________

Please print: Name ___________________________________________________________

Department ________________________________ Phone ________________

Attach an unofficial transcript, available on the Registrar’s web page, to this application.
Please return this letter of reference to the Romance Language Department, LDC 340, no later than April 25th, 2005.

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 certain amount of physical stamina; participants must be able to adjust to different cultural influences, function as an active member 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 Carleton students 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 of difficulty with little or no 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)  

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)  

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
Please return this letter of reference to the Romance Language Department, LDC 340, no later than April 25th, 2005.

LANGUAGE 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 certain amount of physical stamina; participants must be able to adjust to different cultural influences, function as an active member of a group, keep up with a rigorous schedule, and at the same time, maintain academic work of high quality.

DIRECTIONS: Please use this sheet to write your comments. The Paris program is intensive and depends on the student's motivation and flexibility. Please be as specific as possible in discussing the student's language capabilities and overall attitudes.

________________________________________________   __________________
Signature   Date

Please Print

Name _________________________________ Phone __________________