

# CARLETON FRENCH STUDIES SEMINAR IN PARIS

Spring 2006

Application Deadline: Monday, April 25<sup>th</sup>, 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 25<sup>th</sup>, 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 25<sup>th</sup>, 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 16<sup>th</sup>, 2005**. The health form will be due no later than **Tuesday, February 7<sup>th</sup>, 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 25<sup>th</sup>, 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.**



**ACADEMIC AND PERSONAL LETTER OF REFERENCE  
CARLETON FRENCH STUDIES SEMINAR IN PARIS**

Director: Professor Éva Pósfay  
Spring 2006

***Please return this letter of reference to the Romance Language Department, LDC 340,  
no later than April 25<sup>th</sup>, 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 to observe)                      very weak    excellent

2. **DISCUSSION SKILLS:** Does the student participate adequately and appropriately?

/ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /  
(no chance to observe)                      very weak    excellent

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

/ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /  
(no chance to observe)                      very weak    excellent

4. **FLEXIBILITY:** How does the student adjust to new situations?

/ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /  
(no chance to observe)                      with a great deal of difficulty    with little or no difficulty

5. **COLLEGIALITY:** How easily will the student get along with other Carleton students and staff people?

/ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /  
(no chance to observe)                      with a great deal of difficulty    with little or no difficulty

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

/ \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ /  
(no chance to observe)                      with a great deal of difficulty    with little or no difficulty ➔



**LANGUAGE REFERENCE  
CARLETON FRENCH STUDIES SEMINAR IN PARIS**

Director: Professor Éva Pósfay  
Spring 2006

***Please return this letter of reference to the Romance Language Department, LDC 340,  
no later than April 25<sup>th</sup>, 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 \_\_\_\_\_