INSTRUCTIONS FOR APPLICATION

1. The APPLICATION should be completed by the applicant and returned to the French Department (c/o Mary Tatge, LDC 340), by MONDAY, APRIL 19, 2010 (second round: Monday, October 4, 2010). Please use a word processor to complete this application.

2. The two LETTERS OF REFERENCE should be given to (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 19, 2010 (second round: Monday, October 4, 2010). Professor Pósfay cannot act on any file that is incomplete.

3. A TRANSCRIPT and DEGREE AUDIT of your Carleton work-to-date should be supplied with this application. Download your transcript and degree audit from the Hub.

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. Criteria considered for eligibility 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, SEPTEMBER 17, 2010 (second round: October 14, 2010) The health form will be due no later than TUESDAY, FEBRUARY 8, 2011.

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 FRENCH SEMINAR IN PARIS  
Professor Éva Pósfay  
Spring 2011

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 using a word processor. Be sure to number your answers to correspond with the numbers below:

1. Your name.
2. List by name and term other off-campus study program(s) you have participated in or intend to participate in.
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 a "*" by the courses that will apply to your major).
5. Include the name and department of the Carleton faculty members who will complete your references (see enclosed forms).

Essay questions:

6. Why would you like to participate in the Paris program in the spring of 2011? What do you hope to gain from this experience? (Please limit to 3 paragraphs).
7. Describe briefly an educational experience that has been important to you, and why.
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, and please indicate courses you would intend to take before departure.
10. If you are applying for any other off-campus program(s) during the 2010-2011 academic year, please list the name(s).
11. What travel / living experiences abroad have you had, if any?
12. Any other information you would like me to know as I consider your candidacy?

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 OCS petition deadline, this student is committed to studying off-campus during the designated term and understands that he/she 1) must register for the Carleton seminar's courses and 2) does not have access to on-campus housing during that term.”

Adviser's signature __________________________________________________________

Please print: Name __________________________________________________________

Department _____________________________ Phone __________________________

over
For International Students Only
You must obtain the signature of the Associate Director of Intercultural and International Life in order to participate in a program of off-campus study.

___________________________________________________________
Associate Director of OIIIL’s signature                             Date

Attach an unofficial transcript and degree audit, available on the Hub

Return your completed application to Mary Tatge in the Department of French and Francophone Studies, LDC 340, no later than Monday, April 19, 2010 (second round: October 4, 2010)
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?

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic ability</td>
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<td></td>
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<tr>
<td>Academic interest &amp; motivation</td>
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<tr>
<td>Reliability/Integrity</td>
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<td>Level of maturity</td>
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<tr>
<td>Adaptability and initiative in facing new situations</td>
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<tr>
<td>Self-confidence &amp; self-esteem</td>
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<tr>
<td>Relates well to others</td>
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<tr>
<td>Emotional Stability</td>
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<td>Open-mindedness</td>
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<td>Ability to work independently</td>
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<tr>
<td>Ambassador/good citizen qualities</td>
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</tbody>
</table>
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 Mary Tatge in the Department of French and Francophone Studies Office, LDC 340, no later than Monday, April 19, 2010
(Monday, October 4, 2010 for second round applications)
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 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 use this sheet to write your comments. This 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. If you find it helpful, you may also use the table below.

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pronunciation</td>
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<td></td>
</tr>
<tr>
<td>Writing vocabulary</td>
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<tr>
<td>Reading vocabulary</td>
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<tr>
<td>Speaking vocabulary</td>
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<tr>
<td>Listening comprehension</td>
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<tr>
<td>Grammar</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Signature ___________________________ Date ____________

Name (please print) ___________________________ Phone ___________________________

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(Monday, October 4, 2010 for second-round applications)