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 22, 2013 (second round: October 7, 2013). Please use a word processor to complete this application.

2. The LETTERS OF REFERENCE, academic and language, 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 22, 2013 (second round: October 7, 2013). Professor Strand cannot act on any file that is incomplete.

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

4. A personal INTERVIEW will be scheduled with Professor Strand. 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.

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 in the OCS office, Leighton 119, no later than Friday, September 20, 2013 (second round: October 28, 2013). The health form will be due no later than Friday, January 24, 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 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.

3. 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.

4. A student with a DISABILITY that may affect participation should discuss necessary accommodations as soon as possible with the Director of Off-Campus Studies and the Coordinator of Disability Services.
APPLICATION
French Studies in Paris
Carleton OCS Seminar, Spring 2014
Faculty Director: Dana Strand

Return your completed application to Mary Tatge, French and Francophone Studies, LDC 340, no later than Monday, April 22, 2013 (second round: October 7, 2013)

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 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 an “**” by the courses that will apply to your major).
   5. Include the name and department of the Carleton faculty members who will complete your academic and language references (see enclosed).

Short Essay Questions:

   6. Why would you like to participate in the Paris program in the Spring of 2014? 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 2013-14 academic year, please list the name(s).
   11. What travel / living experience abroad have you had, if any?
   12. Besides French, what other foreign languages (if any) do you speak, and at what level?
   13. Is there any other information I should know as I consider your candidacy?

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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 Associate Director of International/Intercultural Life in order to participate in a program of off-campus study.

Associate Director of OIIL’s signature Date

French Studies in Paris
Carleton OCS Seminar, spring 2014
Faculty Director: Dana Strand

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>Academic interest &amp; motivation</td>
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<td>Reliability/Integrity</td>
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<td>Level of maturity</td>
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<td>Adaptability and initiative in facing new situations</td>
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<td>Self-confidence &amp; self-esteem</td>
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<td>Relates well to others</td>
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<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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<td>Ambassador/good citizen qualities</td>
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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

⇒ Return to Mary Tatge, French and Francophone Studies, LDC 340,
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>Pronunciation</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<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>
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</table>

If possible, please evaluate the student’s cultural and intellectual preparedness for the program:

Signature ________________________________ Date __________

Name – Please Print __________________________ Phone __________________________