INSTRUCTIONS FOR APPLICATION

1. The APPLICATION should be completed by the applicant and returned to the French Department (c/o Mary Tatge, LDC 340) with all necessary attachments by Friday, April 18, 2014 (second round: October 10, 2014). Please use a word processor to complete this application.

2. REFERENCE FORMS
   a. The Academic Reference Form should be given to a faculty member who can assess your academic performance, motivation, and ability to work in a group.
   b. The Language Reference form should be given to a language instructor.

   Leave the appropriate form with the person 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 submitted by the application deadline. Professor Yandell cannot act on any file that is incomplete.

3. A TRANSCRIPT and a PROGRAM EVALUATION (Degree Audit) of your Carleton work-to-date must be supplied with this application. Transcripts and audits can be downloaded from the Hub.

4. A personal INTERVIEW will be scheduled with Professor Yandell. Eligibility criteria that will be considered during the selection process include faculty recommendations, satisfactory completion of academic prerequisites, personal qualities (maturity, independence, adaptability, ability to contribute to and engage with the group, willingness to initiate intercultural opportunities, flexibility, enthusiasm, ability to deal with stress, a sense of humor, physical stamina), academic record, and compliance with Carleton 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 19, 2014. The health assessment form will be due no later than Friday, January 23, 2015.

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 Student Health and Counseling 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 directors. 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 Academic Accommodations Coordinator.
1. Please complete the following spaces by printing clearly:

Name ________________________________________ Year of Graduation ________ F/M _____
Email ________________________________________ Student ID Number ________________________
Major (or intended major) _______________________________ Citizenship __________________
Permanent Address _______________________________________________________________
_______________________________________________ Home Phone ___________________

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.

Part 1 – Academic Background Questions
1. List by name and term other off-campus study program(s) you have gone or intend to go on.
2. List the courses in which you are currently enrolled (put an “*” by the courses that will apply to your major).
3. List the courses you plan to enroll in before departure on this program (put an “*” by the courses that will apply to your major).
4. 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.
5. List the name and department of the individuals who will complete your references.

Part 2 – Essay Questions
6. Describe your academic and personal goals for participating in the Paris program in 2015. Discuss how this program will complement your academic interests and how it might enhance your long-term aspirations.
7. What in your background and experience (courses, research, travel, etc.) has helped prepare you to attain these goals?
8. Briefly describe some of your talents, hobbies, work experience, and extracurricular activities.
9. If you have traveled or lived abroad, please describe one such experience. If not, what is one thing you hope to learn by traveling to a new country? Please note that experience abroad is neither expected nor required for this program.
10. What are your strengths and weaknesses when it comes to traveling, living, and working with a diverse group of people? What personal challenges do you think you will face under these conditions, and how are you prepared to handle them?
11. You will probably face unfamiliar environments while studying abroad. Please describe a time when you were faced with a new situation, and how you reacted and adapted to it.
12. The homestay is a key element of the Paris program, since it is a rich linguistic and cultural experience. Please comment on your willingness to engage in this aspect of the program.
13. Is there anything else about yourself that you would like me as the faculty leader to know as your application is considered?
3. 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.

____________________________________  Date

Associate Director of OII’s signature

4. Please attach your unofficial transcript and program review (degree audit), available on the HUB, to this application.

⇒ Return your completed application to Mary Tatge, French and Francophone Studies, LDC 340, no later than Friday, April 18, 2014 (second round: October 10, 2014)
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 (if yes, how many? _________________)
☐ 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 skills (reading, writing, research,</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>presentations)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to grasp new concepts/information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Curiosity and intellectual motivation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open-mindedness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work ethic</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization/Time Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to collaborate on projects</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work independently</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flexibility and adaptability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emotional maturity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ambassador/good citizen qualities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3. What qualities does this student demonstrate in class discussion, and how do you think that this student would interact in large and small group settings?

4. Are there other things that 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

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>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing vocabulary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading vocabulary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaking vocabulary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Listening comprehension</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grammar</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Signature ________________________________ Date __________

Name – Please Print __________________________ Phone __________________________