

**CARLETON WINTER BREAK PROGRAM IN COSTA RICA  
DECEMBER 3-18, 2010  
TROPICAL RAINFOREST ECOLOGY, Biology 361 and 362  
Application Deadline: Monday, May 10, 2010**

**INSTRUCTIONS FOR APPLICATION**

A completed application consists of the following three parts. **All three parts are due before midnight on Monday, May 10.** Parts I and II should be submitted by e-mail (mmckone@carleton.edu), either as text within the e-mail message or as attached Word documents. Your transcript should be sent to Mark McKone by campus mail or put in his box in Hulings 303. **Incomplete or late applications will only be considered in extreme circumstances.** Decisions about applications will be made by Monday, May 17, 2010.

**1. APPLICATION**

- A.
- name
  - campus address, phone, and e-mail
  - name, address, and phone number of parent(s)
  - address and phone during summer 2010 (if known)
  - major
  - list of courses in which you are currently enrolled
  - name of person writing your letter of support (Part II)

B. Applicant essay. Explain your interest in tropical ecology. It may be useful to consider the source of your motivation, previous educational or personal experiences, and your life goals beyond Carleton. Please also explain any previous experience you've had overseas, in field conditions, or in intensive group work.

C. (Your answer to these questions will **NOT** affect the success of your application.)

Will it be difficult for you to pay for the transportation costs for the program?  
Have you identified a source of funds?

What is your proficiency in Spanish?

Do you have any experience with first aid?

2. **LETTER OF SUPPORT.** This letter can be from a professor, family member, friend, or anyone else who knows about your interest in tropical ecology. The writer should state how s/he knows you and address the points of your application essay above. Please have these letters sent directly to Mark McKone by e-mail.

3. A current Carleton **TRANSCRIPT** (does not need to be official, photocopy OK as long as winter term 2010 grades are included). Download your transcript from the Registrar's webpage at <http://www.carleton.edu/campus/registrar/transcripts.html>.

## **OCS INFORMATION**

Applicants for Carleton programs should know that 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.

### **NOTES:**

1. Students admitted to the seminar will be expected to confirm their intention to participate by a signature on a letter of agreement due no later than **Monday, May 24, 2010**.
2. A **HEALTH FORM** is NOT required before admission to a Carleton off-campus program. On acceptance to a program, students will 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. The form is due in the OCS Office no later than **Friday, October 1, 2010**.
3. 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. Participants will be required to ascertain that current health insurance applies overseas and to take our 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 Academic Accommodations Coordinator and the program faculty director.

### **Adviser Endorsement**

"We have discussed this program in the context of the student's academic goals. This student can participate in this program and meet all graduation and major requirements within the usual 12 academic terms."

☞ **Academic Adviser** \_\_\_\_\_

Name (please print) \_\_\_\_\_ Phone \_\_\_\_\_

### **For International Students Only**

You must obtain the signature of the Director of International Student Programs in order to participate in an off-campus study program.

☞ **Director of International Student Programs** \_\_\_\_\_ Date \_\_\_\_\_