INSTRUCTIONS FOR APPLICATION

1. **The APPLICATION** should be completed by the applicant and returned to the History Department, Leighton 210 (Nikki Lamberty) with all necessary attachments by **Friday, April 18, 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 other than Professors Morse and North, who can assess your academic performance, motivation, and ability to work in a group.
   b. *The Personal Reference Form* should be given to a person who is NOT a family member or peer but who knows you well as a person (motivation, interaction with others, group skills, habits...). This person may be a Carleton community member (faculty members, work supervisor, RA, etc.) but does not need to be.

   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 are submitted by the application deadline. Professors Morse and North 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** may be scheduled with Professors Morse and North. Eligibility criteria that will be considered during the selection process include faculty recommendations, satisfactory completion of academic prerequisites, GPA, academic and personal reasons for participation, 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, willingness to walk), class year preference, 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 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**, 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 their current health insurance applies overseas and to take out additional coverage for the duration 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

History, Religion, and Urban Change in Medieval and Renaissance Rome
Carleton OCS Seminar, spring 2015
Faculty Directors: Professor Victoria Morse and Professor William North

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 on a separate piece of paper using a word-processor. Be sure to number your answers to correspond with the numbers below:

Part 1 – Academic Background Questions

1. Your name.
2. List by name and term other off-campus study program(s) you have gone on or intend to go on.
3. What courses relevant to the Rome Seminar have you taken (keep in mind that they do not need to be medieval history or religion courses)?
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 member who will complete your academic reference (see enclosed), and the name, relationship, and phone number/email of the person who will complete your personal reference (see enclosed).

Part 2 - Essay Questions

7. Why would you like to participate in the Rome program in the Spring of 2015? What do you hope to gain from this experience? (Please limit to 3 paragraphs)
8. Describe two experiences, one academic and one non–academic, that have been important to you and please explain how and why.
9. Briefly describe:
   a) Your academic interests: what are the questions and topics that you find truly exciting to investigate?
   b) Your extracurricular interests;
   c) Your work experiences and summer activities;
   d) Special interests or talents;
10. Please describe the meaning of travel for you and include any travel or living experience abroad, if you have had such opportunities. (Experience abroad is neither expected nor required)
11. Please describe a difficult interpersonal situation in which you were involved and how you handled it?
12. Is there anything else about yourself that you would like us to know as we consider your application?

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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

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**For International Students Only**
You must obtain the signature of the Associate Director of International/Intercultural Life in order to participate in this seminar.

**Associate Director of OIIIL’s signature** Date

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4. **You must attach to this application an unofficial transcript and program evaluation (degree audit), available on the HUB.**

⇒ Please return this form to the History Department, Leighton 210 (Nikki Lamberty), no later than Friday, April 18, 2014.
CONFIDENTIAL ACADEMIC REFERENCE FORM

History, Religion, and Urban Change in Medieval and Renaissance Rome
Carleton OCS Seminar, spring 2015
Faculty Directors: Professor Victoria Morse and Professor William North

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>Very Good</th>
<th>Excellent</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Academic skills (reading, writing, research, presentations)</td>
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<td>Ability to grasp new concepts/information</td>
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<td>Curiosity &amp; intellectual motivation</td>
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<td>Open-mindedness</td>
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<td>Work ethic</td>
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<td>Organization/Time Management</td>
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<td>Ability to collaborate on projects</td>
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<td>Ability to work independently</td>
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<td>Flexibility and adaptability</td>
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<td>Emotional Maturity</td>
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<td>Ambassador/good citizen qualities</td>
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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:

   [ ] Very eager  [ ] Eager  [ ] Willing  [ ] Cautious  [ ] Reluctant  

   to have the applicant participate?

__________________________________________________________________________

Signature………………………………………………………………………………….. Date

__________________________________________________________________________

Name – please print………………………………………………………………………… Phone

 ➔ Please return this form to the History Department Office, Leighton 210, (Nikki Lamberty) no later than Friday, April 18, 2014.
CONFIDENTIAL PERSONAL REFERENCE FORM

History, Religion, and Urban Change in Medieval and Renaissance Rome
Carleton OCS Seminar, spring 2015
Faculty Directors: Professor Victoria Morse and Professor William North

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:
   ☐ Some personal contact
   ☐ Significant personal contact

2. Relationship to Applicant? ________________________________________

3. According to the following criteria, how would you rate the applicant?

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Poor</th>
<th>Fair</th>
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<th>Very Good</th>
<th>Excellent</th>
<th>N/A</th>
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<tr>
<td>Intellectual curiosity</td>
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<td>Reliability/Integrity</td>
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<td>Personal maturity and responsibility</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>Ability to relate well to others</td>
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<td>Emotional stability</td>
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<td>Ability to handle stressful situations/problem-solve</td>
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<td>Openness to personal and cultural difference</td>
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<td>Ability to lead effectively</td>
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<td>Ability to follow effectively</td>
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<td>Ambassador/good citizen qualities</td>
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</tbody>
</table>

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. ________________________________
4. What role can you imagine the student playing in a group? What qualities would they bring to a group dynamic?

5. As you think about this student studying abroad in Rome, what will be their strengths? What will be their challenges?

6. Is there anything else you would like to note about the student?

7. If you were a faculty director of an off-campus study program, would you be:

   ☐ Very eager  ☐ Eager  ☐ Willing  ☐ Cautious  ☐ Reluctant to have the applicant participate?

Signature  ___________________________  Date  ___________________________

Name – please print  ____________________________________________  Phone  ___________________________

➤ Please return this form to the History Department Office, Leighton 210, (Nikki Lamberty) no later than Friday, April 18, 2014.