INSTRUCTIONS FOR APPLICATION

1. The **APPLICATION** should be completed by the applicant and returned to the History Department, Leighton 210 (Nikki Lamberty), by **Wednesday, April 18, 2012**. Please use a word processor to complete the application.

2. The **LETTER OF REFERENCE** should be given to a faculty member other than Professors North and Morse, who can assess your academic performance, motivation, and ability to work in a group. 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. Professors Morse and North will not act on any file that is incomplete.

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

4. A short 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), class year preference, 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 14, 2012**. The health form will be due no later than **Friday, January 18, 2013**.

**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 Family Educational Rights & Privacy Act prevents the 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**, 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
Carleton Seminar on History, Religion, and Urban Change in Rome, Spring 2013
Faculty Directors: Professor Victoria Morse and Professor William North

Return your completed application to the History Department, Leighton 210 (Nikki Lamberty)
no later than Wednesday, April 18, 2012.

Please complete the following spaces by printing clearly:

Name ___________________________________________________ Year of Graduation ______ F/M_______

Email address __________________________________________ Student ID number ______________________

Home Phone _________________________ Cell Phone _________________________

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 gone on or intend to go on.
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. List the name and department of the Carleton faculty member who will complete your academic reference (see
   enclosed), and the name, title, and phone number of the person who will complete your personal reference (see
   enclosed).

Essay Questions:
6. Why would you like to participate in the Rome program in the Spring of 2013? What do you hope to gain from this
   experience? (Please limit to 3 paragraphs)
7. Describe two experiences, one academic and one non – academic, that have been important to you and please
   explain how and why.
8. 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;
9. 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)
10. What courses relevant to the Rome Seminar have you taken?
11. Is there any other information about yourself that you would like us to know as we consider your application?

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 this seminar.

Associate Director of OILL's signature ___________________________ Date __________

All Applicants Must: Attach an unofficial transcript and degree audit, available on the HUB, to this application.

➤ Please return this form to the History Department, Leighton 210 (Nikki Lamberty), no later than Wednesday, April 18, 2012.
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?

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<th>Attribute</th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
<th>N/A</th>
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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

➔ Please return this form to the History Department Office, Leighton 210, (Nikki Lamberty) no later than Wednesday, April 18, 2012.
To be completed by the applicant:

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