INSTRUCTIONS FOR APPLICATION

1. The APPLICATION should be completed by the applicant and returned to the German and Russian Department, LDC 340, by Friday, April 4, 2008. 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. Professor Ulmer will not act on any file that is incomplete.

3. A TRANSCRIPT of your Carleton work-to-date should be supplied with this application. Download your transcript from the Registrar’s webpage at http://www.carleton.edu/campus/registrar/transcripts.html

4. 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.

5. A short personal INTERVIEW may be scheduled with Professor Ulmer. 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.

6. Students will be informed in writing of decisions on their application.

7. Students admitted to the seminar will be expected to confirm their intention to participate by signature on a letter, due no later than Friday, May 2, 2008.

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. The form is due in the OCS Office no later than Tuesday, October 21, 2008.

2. 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.

3. A student with a DISABILITY that may affect participation should discuss necessary accommodations as soon as possible with the faculty director and/or the Director of Off-Campus Studies.
APPLICATION
CARLETON GERMAN PROGRAM IN VIENNA, AUSTRIA
Winter Break December 2008

Please return to Mary Tatge, LDC 340, no later than Thursday, April 4, 2008.

Name _____________________________________________ Year of Graduation ______________ M/F_______

Permanent address: __________________________________________ Phone: __________________________

_________________________________________________ ______________________________________

Email address: ___________________________ Student ID number: ________________________________

Major/Intended Major: ____________________________________________

What other off-campus study program(s) have you gone on or intend to go on?

Program name: __________________________________________ term ____________

Program name: __________________________________________ term ____________

Courses in which you are currently enrolled: Courses you plan to enroll in before departure:

________________________________________________        ______________________________________________

________________________________________________        ______________________________________________

________________________________________________        ______________________________________________

________________________________________________        ______________________________________________

Put an asterisk by the courses which will apply to your Carleton major.

Academic Reference: List here the name of a Carleton faculty member who may be contacted as a reference.

Name_________________________________________ Phone  _______________________

Endorsement by faculty advisor: 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.

Signature ____________________________________________

Name _____________________________________________

Department ________________________________________

Phone______________________________________________
1. Did you have any German in high school, and if so, how much?
2. Into what level were you placed at Carleton? Circle: 1, 2, 3, 4, or tested out
3. If you have had German at Carleton, when and from whom?
4. What German course are you currently enrolled in?
5. Foreign travel experience, if any:
6. Travel in U.S., if any:
7. Hodgepodge

Favorite book:                                        Favorite TV program:  
Favorite recording:                                    Favorite time of day:  
Favorite activity:                                     Favorite animal:  
Favorite movie:                                        Favorite word:  
Favorite section of the newspaper:                     Favorite source of the news:  
Favorite magazine:                                     Most prized possession:  
Favorite quotation:

8. List your activities (school-related or otherwise) in the order of importance to you. Explain the nature and extent of your involvement, if necessary.

<table>
<thead>
<tr>
<th>Activity</th>
<th>School years (e.g. 9th, 10th-12th, frosh, etc.)</th>
<th>Hrs./wk.</th>
</tr>
</thead>
</table>

9. What courses in the last two years did you find most stimulating? Why?
10. How did you spend the last two summers?
11. Please use the space on this page to let me know something about you that I might not learn from the rest of your application. This space can be used in a great variety of ways. You might write about family situations, ethnicity or culture, school or community events to which you have had strong reactions, people who have influenced you, significant experiences, intellectual interests, personal aspirations, or—more generally—topics that spring from the life of the imagination. There is no “correct” way to respond to this essay request. In writing something that matters to you, you will convey to me a sense of yourself.
THE FIVE MINUTE LETTER OF ACADEMIC REFERENCE  
CARLETON GERMAN PROGRAM IN VIENNA, AUSTRIA  
Director: Professor Anne Ulmer  
Winter Break December 2008

Please return to Mary Tatge, LDC 340, no later than Thursday, April 4, 2008.

ACADEMIC 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__________

Study abroad requires emotional maturity, self-discipline, and a certain amount of physical stamina; participants must be able to adjust to different cultural influences, function as an active member of a group, keep up with a rigorous schedule, and at the same time, maintain academic work of high quality.

DIRECTIONS: Please place a mark at the point that best describes your impression of the student:

1. CRITICAL SKILLS: Assess the student’s abilities at critical reading and writing.

   __________ / __________/ __________/ __________/ __________  
   (no chance to observe) very weak __________/ __________/ __________  
   (very weak) excellent

2. DISCUSSION SKILLS: Does the student participate adequately and appropriately?

   __________ / __________/ __________/ __________/ __________  
   (no chance to observe) very weak __________/ __________/ __________  
   (very weak) excellent

3. RESPONSIBILITY & PUNCTUALITY: How would you gauge this student on these points?

   __________ / __________/ __________/ __________/ __________  
   (no chance to observe) very weak __________/ __________/ __________  
   (very weak) excellent

4. FLEXIBILITY: How does the student adjust to new situations?

   __________ / __________/ __________/ __________/ __________  
   (no chance to observe) with a great deal __________/ __________/ __________  
   (with a great deal) with little or no difficulty

5. COLLEGIALITY: How easily will the student get along with other Carleton students and staff people?

   __________ / __________/ __________/ __________/ __________  
   (no chance to observe) with a great deal __________/ __________/ __________  
   (with a great deal) with little or no difficulty
6. STAMINA: How will the student adjust to a physically demanding schedule?

(no chance / with a great deal / with little or no
to observe) of difficulty difficulty

7. CURIOSITY: How inquisitive will the student be in both academic and non-academic settings?

(no chance / not very inquisitive / very inquisitive
to observe)

8. OVERALL RECOMMENDATION: How would you summarize your overall recommendation?

_____ I recommend this student with enthusiasm.
_____ I recommend this student, although I have a few reservations.
_____ I cannot recommend this student--I don't have enough information.
_____ I cannot recommend this student--maybe another program, another time.

Please add any comments that might help the director (but don’t feel obliged to fill this space if the questions above meet your needs)

__________________________________________________________________________

__________________________________________________________________________

Signature ___________________________ Date ___________ Phone ___________

Please Print Name ___________________________________________________________
LANGUAGE LETTER OF REFERENCE
CARLETON GERMAN PROGRAM IN VIENNA, AUSTRIA
Director: Professor Anne Ulmer
Winter Break December 2008

Please return to Mary Tatge, LDC 340, no later than Thursday, April 4, 2008.

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 certain amount of physical stamina; participants must be able to adjust to different cultural influences, function as an active member of a group, keep up with a rigorous schedule, and at the same time, maintain academic work of high quality.

DIRECTIONS: Please place a mark at the point that best describes your impression of the student:

1. Critical Skills: Assess the student’s abilities at critical reading and writing.

   (no chance to observe) / Very weak / Excellent

2. Discussion Skills: Does the student participate adequately and appropriately?

   (no chance to observe) / Very weak / Excellent

3. Language Skills: How would you gauge the student’s reading and writing skills?

   (no chance to observe) / Very weak / Excellent

4. Language Skills: How would you gauge the student’s reading and listening abilities for this level program?

   (no chance to observe) / Very weak / Excellent

5. Flexibility: How does the student adjust to new situations?

   (no chance to observe) / With a great deal of difficulty / With little or no difficulty

6. Congeniality: How easily will the student get along with other Carleton students and staff people?

   (no chance to observe) / With a great deal of difficulty / With little or no difficulty
7. Stamina: How will the student adjust to a physically demanding schedule?

(no chance) / With a great deal / With little or no
to observe) / difficulty

8. Curiosity: How inquisitive will the student be in both academic and non-academic settings?

(no chance) / Not very / Very inquisitive
to observe) / inquisitive

9. OVERALL RECOMMENDATION: How would you summarize your overall recommendation?

_____ I recommend this student with enthusiasm.

_____ I recommend this student, although I have a few reservations.

_____ I cannot recommend this student--I don't have enough information.

_____ I cannot recommend this student--maybe another program, another time.

PLEASE ADD ANY COMMENTS THAT MIGHT HELP THE DIRECTOR (but do not feel obliged to fill this space if the questions above meet your needs).

Signature ___________________________ Date ___________ Phone ___________

Please Print Name ___________________________