



BUCKNELL EN ESPAÑA
Application for Approval to Study Off Campus
Fall 2012 or Spring 2013

Please read the checklist information and complete the following using blue or black ink.

_____ / _____ / _____ Gender (circle one): M or F
 Last Name First Name M.I.

BU ID #: _____ Date of Birth: ____/____/____ Place of birth: _____ Citizenship: _____
 day month year

College: Arts and Sciences / Engineering Class Year: _____ International students only - Visa type: F1 or J1

Major(s): _____ Minor (s): _____ GPA: _____

IR Majors only – area of concentration: _____ IR Language: _____

Current Academic Advisor(s): _____ ; _____

Professor Providing General Recommendation: _____

Professor Providing Language Recommendation: _____

Planned period of study abroad: Fall Full Year Spring

Spanish Language Proficiency

Number of years of Spanish in secondary school: _____

Spanish courses currently enrolled in for semester: SPAN _____ ; SPAN _____

Spanish courses taken at Bucknell:

SPAN _____, Semester/Year _____ SPAN _____, Semester/Year _____

SPAN _____, Semester/Year _____ SPAN _____, Semester/Year _____

List any coursework or language experience you have had that is relevant to the Bucknell en España immersion program:

<i>Local Address (Please include campus box number)</i>	<i>Permanent Address</i>
Address: _____ _____	Address: _____ _____
Phone #: _____	Phone #: _____
Email: _____	Email: _____

Emergency Contact Information: Name: _____ Relationship: _____

Address: _____ Phone#: _____
 (If different from Permanent)

Guardian's work phone: _____ Guardian's work phone: _____

Guardian's email address(es): _____



BUCKNELL EN ESPAÑA
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Application Checklist

A complete Bucknell en España application is comprised of the items below.

- Bucknell en España Application for Approval to Study Off-Campus
- The on-line Bucknell University Application for Approval to Study Off-Campus as can be found at www.bucknell.edu/x9096.*
- Statement of Purpose – 250 to 500 words, written in Spanish (please also provide a translation in English)
 - What are your academic interests and personal goals for studying off-campus in a language immersion program?
 - How do you plan to implement your academic and personal goals in Granada?
 - How do you hope to integrate your immersion experience in Granada with your academic and extra-curricular life upon your return to campus?
 - How would you define a successful immersion experience?
- Current resume
 - To include education, work experience, and current activities in which you are involved.
- Two Faculty Recommendations: one academic recommendation, one language recommendation.
 - *The faculty member you designate on the on-line application will receive an Office of International Education-generated email to complete a recommendation for you on-line. The BeE program will access the faculty recommendation. Please request a recommendation from a faculty member who has taught you for a minimum of one semester. Please provide **copies of your essay** to your academic advisor(s), as well as any faculty completing recommendations. When possible, this professor should be from your (intended) major or minor department.*
 - The language recommendation should be completed by the previous semester's Spanish professor when possible.
- Academic Advisor Approval Form
 - Both academic advisors must complete and sign this form if you have declared two majors. *Your academic advisor(s) will receive an Office of International Education-generated email asking them to complete the approval form on-line. The BeE program will access the approval(s).*
- 6 passport-size photos, with your full name written on the back of each photo
- Copy of passport photo and signature page

Application must be returned by the deadline dates below.

Incomplete applications will not be accepted.

DUE DATE FOR FALL 2012: Thursday, February 9, 2012

DUE DATE FOR SPRING 2013: Thursday, March 22, 2012

Please bring complete application packet to Marguerite Santorine, Program Coordinator, BeE,
in the Office of International Education, Taylor 105.

Code of Conduct/Disciplinary Record

Bucknell University is concerned about the disciplinary record of students applying to participate in off-campus study; this record may have an impact on the approval of this application. Your response will be verified with the Dean of Students.

Have you ever been sanctioned by the University for a violation of the Student Code of Conduct on or off campus?

Yes No If yes, please explain:

I understand that Bucknell University's social and disciplinary policy is based upon the premise that its students remain Bucknell University students and are guests abroad; that they are expected to abide by the regulations of Bucknell University and by the laws and customs of Spain; that they are legally subject to the same laws that govern Spanish citizens and regulations that govern local students; that Bucknell en España is an academic community; that students are expected to respect the rights of other students, their host family, the staff, and the faculty; and that students who violate the codes of Bucknell University or of the Spanish government will be subject to dismissal.

Name: _____

Signature: _____ Date: _____

The information in this application is complete and correct to the best of my knowledge. I understand that any action on this application is contingent on review of all of my Bucknell grades until the time of departure for the program. I further understand that, if I incur any Code of Conduct sanction prior to my departure off campus, this may result in the withdrawal of Bucknell approval to study off campus. I understand that the application process includes supplementary materials which are required for final approval and participation. I agree to complete all forms promptly. If accepted, I will participate in all required orientations and complete all evaluations.

I also authorize the Registrar to release my transcript to the Office of International Education as part of this application. I authorize the Bucknell en España program to forward my academic records, and other information relating to my attendance at Bucknell University, including but not limited to disciplinary proceedings and outcomes as appropriate to the Director of the Bucknell en España, the professor-in-residence, and the Program Coordinators. The Office of International Education would like to provide general off-campus study information, including financial information regarding the Bucknell en España program, to your parents or legal guardian. No specific information regarding your application, application status, or educational records at Bucknell will be released.

Name: _____

Signature: _____ Date: _____



***Faculty Recommendation for Off-Campus Study
Bucknell en España***

To Be Completed by the Student:

Name of Applicant: _____ BU ID #: _____

Major(s): _____ Minor(s): _____ GPA: _____

Applicant's Waiver of Right of Access to Confidential Statement

Under the Family Educational Rights and Privacy Act of 1974, as amended, students have a right to certain education records.

- I hereby freely and voluntarily waive my rights to any information contained in this recommendation form and agree that it shall remain confidential.**
- I do not waive my rights to any information contained in this recommendation form.**

Student Signature

Date

To the Professor Completing this Form:

This recommendation will be reviewed by the Director of the Bucknell en España program. Your candid assessment of the student is vital to the placement process. If you do not feel qualified to assess the student, please ask him/her to choose another evaluator. Should you have any questions about the Bucknell en España program, please feel free to contact the Office of International Education at 7-3796. **You may also submit a letter of recommendation which includes the requested information in lieu of this form.**

Professor's Recommendation:

1. In what capacity and for how long have you known the applicant? In which course(s) have you taught the applicant and when?

2. Please describe the course in which you taught the student in terms of assignments required and performance of the applicant in relation to his/her peers.

3. Using the box below, please rate the applicant, *in relation to other students in the course*, on each of the following criteria.

	Poor (Lower 10% of the class)	Average	Above Average	Outstanding (Upper 10% of class)	Unable to comment
Overall academic performance					
Intellectual motivation					
Writing ability					
Quantitative ability					
Critical thinking					
In-class participation					
Class attendance					
Ability to work with peers					

4. Please comment briefly on this student's academic strengths and motivations for studying off campus. To the extent possible, please assess the student's maturity, stability, independence, and ability to adjust to off-campus study.

5. Would you welcome this student as a participant on a program you are leading? (Circle one)

Yes, without reservation Yes, with reservations (please specify) No

6. Please provide any additional comments or list any special considerations of which we should be aware.

Signature _____ Date _____

Name _____ Department _____



***Language Recommendation for Off-Campus Study
Bucknell en España***

To Be Completed by the Student:

Name of Applicant: _____ BU ID #: _____

Major(s): _____ Minor(s): _____ GPA: _____

Applicant's Waiver of Right of Access to Confidential Statement

Under the Family Educational Rights and Privacy Act of 1974, as amended, students have a right to certain education records.

- I hereby freely and voluntarily waive my rights to any information contained in this recommendation form and agree that it shall remain confidential.**
- I do not waive my rights to any information contained in this recommendation form.**

Student Signature

Date

To the Professor Completing this Form:

This recommendation will be reviewed by the Director of the Bucknell en España program to evaluate the applicant's linguistic preparedness for overseas studies. Your candid assessment of the student is vital to the placement process. If you do not feel qualified to assess the student, please ask him/her to choose another evaluator. Should you have any questions about the Bucknell en España program, please feel free to contact the Office of International Education at 7-3796. **You may also submit a letter of recommendation which includes the requested information in lieu of this form.**

Professor's Recommendation:

1. In what capacity and for how long have you known the applicant? In which course(s) have you taught the applicant and when?

2. Please describe the course in which you taught the student in terms of assignments required and performance of the applicant in relation to his/her peers.

3. *Bucknell en España* is a program in which all of the coursework will be taught in Spanish, with the possibility of direct matriculation into regular university courses with degree-seeking native speakers. It is therefore imperative that the linguistic skills of the applicant be at a level that will allow him/her to succeed academically in an environment where all courses will be taught in Spanish. With this in mind, please evaluate the applicant on the following criteria:

<u>Language Skills</u>					
	Novice	Intermediate	Advanced	Advanced plus	Superior
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grammar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Other Selection Criteria</u>					
	Poor (lowest 20%)	Average	Above Average	Outstanding (top 10%)	
Academic performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Intellectual motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
In-class participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Class attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4. Please comment briefly on this student's academic strengths and motivations for studying off campus. To the extent possible, please assess the student's maturity, stability, independence, and ability to adjust to off-campus study.

5. Would you welcome this student as a participant on a program you are leading? (Circle one)

Yes, without reservation

Yes, with reservations (please specify)

No

6. Please provide any additional comments or list any special considerations of which we should be aware.

Signature _____ Date _____

Name _____ Department _____



Academic Advisor Approval Form for Off-Campus Study

To be completed by the Student: Please complete the information below as well as the worksheet on the back of this form.

Name of Applicant: _____ Major: _____
BU ID #: _____ GPA: _____ Degree Program: _____
Study Abroad Program: _____ (BS, BA, etc.)

To the Advisor(s) Completing this Form:

(A signature is required from both advisors if the student has declared two majors.)

Please review the student's plans for off-campus study to ensure:

- 1) that the student will be able to complete all distribution requirements;
- 2) that the semester(s) chosen for off-campus study is suitable given the requirements for the major(s) and/or minor(s), and;
- 3) that the student has met or will be able to meet all degree requirements (including W2 courses) despite off-campus study.

Please note: Bachelor of Arts students are to have fulfilled distribution requirements by the end of the sophomore year (i.e., four humanities, two social sciences, two lab sciences and a third approved course from the natural sciences/math division).

Major 1 Major 2

_____ I have reviewed with the student, if pursuing a B.A. degree, the need to complete all distribution requirements by the semester to be spent off campus and have advised him/her concerning options for so doing. (If unable to complete them, please explain below.)

_____ I have reviewed with the student his/her progress toward meeting the writing requirement and have advised him/her concerning options for completing it.

_____ I have reviewed with the student his/her progress toward meeting requirements for the major or intended major.

_____ I approve of this student's plans to study off campus.

_____ I approve with the following reservations and/or requirements:

Comments:

Current Academic Advisor

Signature _____ Date _____

Name _____ Department _____

Academic Advisor # 2 (for students with declared double majors):

Signature _____ Date _____

Name _____ Department _____

Academic Worksheet

Complete this form to the best of your ability prior to seeing your advisor. When meeting with your advisor, discuss your degree requirements, as well as which of these requirements you may take while off campus.

Courses completed first year (Fall)		Courses completed first year (Spring)	
Course and number <i>(e.g. FOUN 096)</i>	Requirement(s) fulfilled <i>(e.g. FOUN/W1/human diversity)</i>	Course and number <i>(e.g. FOUN 096)</i>	Requirement(s) fulfilled <i>(e.g. FOUN/W1/human diversity)</i>

Courses completed second year (Fall)		Courses completed second year (Spring)	
Course and number <i>(e.g. POLS 210)</i>	Requirement(s) fulfilled <i>(e.g. Social science/major)</i>	Course and number <i>(e.g. POLS 210)</i>	Requirement(s) fulfilled <i>(e.g. Social science/major)</i>

Courses to be completed third year (Fall) <i>**If you will be abroad, indicate requirements to be fulfilled through program</i>		Courses to be completed third year (Spring) <i>**If you will be abroad, indicate requirements to be fulfilled through program</i>	
Course <i>(e.g. English)</i>	Requirement(s) fulfilled <i>(e.g. humanities/major/ Medieval)</i>	Course <i>(e.g. English)</i>	Requirement(s) fulfilled <i>(e.g. humanities/major/ Medieval)</i>

Courses to be completed fourth year (Fall) <i>**If you will be abroad, indicate requirements to be fulfilled through program</i>		Courses to be completed fourth year (Spring)	
Course <i>(e.g. BIOL)</i>	Requirement(s) fulfilled <i>(e.g. lab science/major/ CAPS)</i>	Course <i>(e.g. BIOL)</i>	Requirement(s) fulfilled <i>(e.g. lab science/major/ CAPS)</i>



Course Proposal Form Bucknell en España

Name: _____ BU ID # _____

Major(s): _____ Minor(s): _____

IR Majors only: Concentration: _____ IR Language: _____

I would like to enroll for (check one): Fall 20__ Full-year 20__-20__ Spring 20__

Instructions

A full courseload for Bucknell en España is an intensive pre-session Spanish language course, the 1 credit orientation course, and if enrolled in the Estudios Hispánicos program, 4 courses at the CLM (one of which is Producción y Escrita) for 4.5 credits; **OR** if enrolled in the Lengua y Cultura Program, 2 required language/grammar courses for 4.25 credits.

With permission, you may be able to enroll in a regular University of Granada course (available during spring semester only). If you wish to pursue this option, please list the course name and corresponding department at the bottom of this form.

Please list below the courses you would like to take, as well as any proposed alternates.

Estudios Hispánicos		Lengua y Cultura	
SPAN 245 (1 credit)	Vida y Cultura en España	SPAN 245 (1credit)	Vida y Cultura en España
SPAN 200 (.75)	Intensive Spanish (60 hours)	SPAN 200 (.75)	Intensive Spanish (60 hours)
POE (.50)	Produccion, oral y escrita	CLM (.50)	Required language/grammar course
Transfer credit (.75)	CLM content course for major/minor	CLM (.50)	Required language/grammar course
Transfer credit (.75)	CLM content course for major/minor	Transfer credit (.75)	CLM content course for major/minor
Transfer credit (.75)	CLM content course for major/minor	Transfer credit (.75)	CLM content course for major/minor
		<Trans. credit (.75)>	<CLM content course, if needed>
TOTAL = 4.5 credits		TOTAL = 4.25	

I wish to pursue a course outside the regular CLM curriculum.

Course name: _____ University of Granada department: _____

I understand that a full course load for Bucknell en España is an intensive pre-session Spanish language course, the 1 credit orientation course, and if enrolled in the Estudios Hispánicos program, 4 courses at the CLM (one of which is Producción y Escrita) for 4.5 credits; OR if enrolled in the Lengua y Cultura Program, 2 required language/grammar courses for 4.25 credits. I understand that the orientation grade will appear on my transcript and be counted toward my GPA. In addition, I understand that I must receive the equivalent of a C or better in my CLM courses to receive transfer credit for those courses, although my grades for those courses will not appear on my transcript. If I am given permission to enroll in a regular university course, I understand that my departure date will be determined by the examination schedule. I acknowledge that I may not request special examinations in order to return earlier from the program, and agree to abide by the University of Granada's exam schedule.

Signature: _____

Date: _____