

ACM OFF-CAMPUS STUDY PROGRAMS APPLICATION

Thank you for considering an off-campus study program with **The Associated Colleges of the Midwest**. ACM has offered a wide variety of off-campus study programs for more than 40 years. Designed with a strong liberal arts perspective, ACM programs provide students with an interdisciplinary educational experience, personal attention, independent projects, and exposure to diverse viewpoints and ways of learning. Students from any college or university are welcome to apply to all ACM off-campus study programs (with the exception of the Brazil Exchange programs).

Before you complete this application, we strongly suggest that you contact the following departments at your college:

- Off-Campus Study/Study Abroad office – Will have important information regarding the specific application procedures and deadlines for your campus.
- Financial Aid office – Will be able to answer questions about your eligibility, for financial aid while participating in an ACM program.
- Faculty advisor – Will act as a resource, helping determine the amount and distribution of credit for the program you are considering.

Important – Please be in close contact with your college throughout the entire application process!

Application Instructions

1. **IMPORTANT:** Please contact your college's Off-Campus Studies Office immediately to discuss your off-campus study plans and to receive information regarding the specific application procedures and deadlines for your campus. **Your college's application process may involve additional application materials, and campus deadlines may be considerably earlier than the ACM deadlines.** This process should be completed as early as possible, so that your application will meet any campus deadlines, as well as those of ACM. If your campus does not have an Off-Campus Studies Office, speak with the appropriate faculty advisor for the program on your campus. **More information on ACM deadlines can be found on the following page of this application.**
2. Request an official copy of your academic transcript from the Registrar's Office, to be submitted with your application.
3. Provide **TWO** academic recommendations (recommendation forms are included with this application). At least one must be from a faculty member at your college (preferably in an area pertinent to the program's academic content). It is recommended that the second also be from a faculty member, though it may be written by an academic administrator, employer, manager, coach, internship supervisor, etc.
(Note: The additional Language Evaluation form, required for some programs, must be completed by a third recommender.)
4. Obtain the required campus approval signatures on the Approval & Required Signatures form.
(Note: Students applying for the Brazil Exchange must also submit the Student Exchange Approval form.)
5. Submit your application materials and supporting documentation. **Only one original copy is necessary – please do not staple or submit double-sided sheets.** Each campus has different application procedures, so please check to determine whether you should send ACM the application materials yourself or if your Off-Campus Studies Office or faculty program advisor will send your application materials for you.

All application materials should be sent to:

Associated Colleges of the Midwest – (Name of program)
205 W. Wacker Drive, Suite 220
Chicago, IL 60606 USA

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Application Deadlines

All application materials must be received by the ACM Chicago Office by the deadlines indicated below. While students are welcome to submit an application at any time prior to an upcoming deadline, decisions are **not** made on a “rolling” basis, and applications will be reviewed after the deadline indicated. Students will typically be notified about acceptance into the program within 2-4 weeks after each application deadline.

While preference will be given to students who have met the application deadline, late applications may be accepted on a space-available basis. If the application deadline has passed and you are still interested in applying for a program, please contact the ACM Office and submit your application immediately. Students from non-ACM colleges are welcome to apply and should also contact the ACM Office to receive information on costs and billing.

Program	Academic term(s) offered	Early application deadline*	Final application deadline
Botswana	Spring 2012 semester	March 15, 2011	October 15, 2011
	Spring 2013 semester	March 15, 2012	October 15, 2012
Brazil Exchanges	Spring 2012 semester	March 15, 2011	October 15, 2011
	Fall 2012 semester	N/A	March 15, 2012
	Spring 2013 semester	March 15, 2012	October 15, 2012
Chicago Program: Arts, Entrepreneurship, & Urban Studies	Spring 2012 semester	March 15, 2011	October 31, 2011
	Spring 2012 quarter/trimester	March 15, 2011	November 15, 2011
	Fall 2012 semester	N/A	March 15, 2012
	Spring 2013 semester	March 15, 2012	October 31, 2012
	Spring 2013 quarter/trimester	March 15, 2012	November 15, 2012
Costa Rica	Spring 2012 semester	March 15, 2011	October 15, 2011
	Spring 2012 quarter/trimester	March 15, 2011	January 31, 2012
	Fall 2012 semester	N/A	March 15, 2012
	Spring 2013 semester	March 15, 2012	October 15, 2012
	Spring 2013 quarter/trimester	March 15, 2012	November 15, 2012
Florence	Winter 2012 quarter/trimester	March 15, 2011	October 15, 2011
	Fall 2012 semester	N/A	March 15, 2012
	Winter 2013 quarter/trimester	March 15, 2012	October 15, 2012
India	Summer 2012	N/A	March 15, 2012
	Fall 2012 semester	N/A	March 15, 2012
Japan Study	All Academic year 2012-13 options	N/A	January 15, 2012
London & Florence	Spring 2012 semester	March 15, 2011	October 15, 2011
	Spring 2013 semester	March 15, 2012	October 15, 2012
Oak Ridge Science Semester	Fall 2012 semester	N/A	March 1, 2012
Mexico	Summer 2012	N/A	March 15, 2012
Newberry Seminar	Fall 2012 semester	N/A	March 15, 2012
Tanzania	Fall 2012 semester	N/A	March 15, 2012
Urban Education: Student Teaching in Chicago	Fall 2012 semester	N/A	February 15, 2012
	Spring 2013 semester	February 15, 2012	August 1, 2012

*** Note:** The “early application” deadline is typically meant for students whose college requires all off-campus study applications for the entire upcoming academic year to be completed the year prior to off-campus study. If your college does not require an early application for spring programs of the following academic year, you may apply using either the early or the final application date.

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Program Information

Please indicate the academic term, year, and program for which you are applying:

SUMMER	<hr style="width: 50%; margin: 0 auto;"/> YEAR	<input type="checkbox"/> India: Service Learning & Cultural Immersion (6 weeks) <input type="checkbox"/> India: Service Learning & Cultural Immersion (8 weeks) <input type="checkbox"/> Mexico: Service Learning & Language Immersion (6 weeks) <input type="checkbox"/> Mexico: Service Learning & Language Immersion (8 weeks)
FALL SEMESTER	<hr style="width: 50%; margin: 0 auto;"/> YEAR	<input type="checkbox"/> Brazil: Semester Exchange (Environmental Studies option) – <i>Open to ACM students only</i> <input type="checkbox"/> Brazil: Semester Exchange (Liberal Arts & Sciences option) – <i>Open to ACM students only</i> <input type="checkbox"/> Chicago Program: Arts, Entrepreneurship, & Urban Studies <input type="checkbox"/> Costa Rica: Language, Society, & the Environment (ACM Program Center option) <input type="checkbox"/> Costa Rica: Language, Society, & the Environment (UCR Direct Enrollment option) <input type="checkbox"/> Florence: Arts, Humanities, & Culture <input type="checkbox"/> India: Culture, Traditions, & Globalization <input type="checkbox"/> Newberry Seminar: Research in the Humanities <input type="checkbox"/> Tanzania: Ecology & Human Origins <input type="checkbox"/> Urban Education: Student Teaching in Chicago
WINTER QUARTER/TRIMESTER	<hr style="width: 50%; margin: 0 auto;"/> YEAR	<input type="checkbox"/> Florence: Arts in Context (Winter quarter/trimester, January-March)
SPRING SEMESTER	<hr style="width: 50%; margin: 0 auto;"/> YEAR	<input type="checkbox"/> Botswana: University Immersion in Southern Africa <input type="checkbox"/> Brazil: Semester Exchange (Environmental Studies option) – <i>Open to ACM students only</i> <input type="checkbox"/> Brazil: Semester Exchange (Liberal Arts & Sciences option) – <i>Open to ACM students only</i> <input type="checkbox"/> Chicago Program: Arts, Entrepreneurship, & Urban Studies (Full semester) <input type="checkbox"/> Costa Rica: Field Research (Full semester) <input type="checkbox"/> London & Florence: Arts in Context (18-week intensive language option, Florence first) <input type="checkbox"/> London & Florence: Arts in Context (15-week option, Florence first) <input type="checkbox"/> London & Florence: Arts in Context (15-week option, London first) <input type="checkbox"/> Urban Education: Student Teaching in Chicago
SPRING QUARTER/TRIMESTER	<hr style="width: 50%; margin: 0 auto;"/> YEAR	<input type="checkbox"/> Chicago Program: Arts, Entrepreneurship, & Urban Studies (Spring quarter/trimester, March-May) <input type="checkbox"/> Costa Rica: Field Research (Spring quarter/trimester, April-June)

Japan Study & Oak Ridge Science Semester applicants: Go to www.acm.edu/apply for special application instructions.

If you are not accepted into your first choice program, is there another program for which you'd like to be considered? Yes No

If so, which program and date would be your second choice?

Second choice program

Term & Year

How did you hear about ACM's off-campus study programs? (please check **all** that apply)

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Student who participated | <input type="checkbox"/> Classroom presentation | <input type="checkbox"/> ACM representative | <input type="checkbox"/> Internet search |
| <input type="checkbox"/> Faculty/staff member | <input type="checkbox"/> Campus fair | <input type="checkbox"/> Off-campus study office | <input type="checkbox"/> ACM website |
| <input type="checkbox"/> Parent/family | <input type="checkbox"/> Informational meeting | <input type="checkbox"/> Brochures/mailings | <input type="checkbox"/> Campus website |
| <input type="checkbox"/> Campus program advisor | <input type="checkbox"/> Table on-campus | <input type="checkbox"/> Poster | <input type="checkbox"/> Other: _____ |

Did anyone from your school or ACM positively influence your decision to apply? _____

Name of student, staff, faculty, or ACM representative

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Personal & Academic Information *(Please clearly print all information.)*

Full Name _____

Phone (Cell) _____

Preferred First Name (if applicable) _____

Phone (Home/Permanent) _____

E-Mail Address (School) _____

Street Address (College) _____

E-Mail Address (Personal) _____

City, State, Zip (College) _____

Preferred e-mail address for ACM communication:

School Personal

Street Address (Home/Permanent) _____

Birthdate: ____ / ____ / ____ Gender: Female Male
Month Day Year

City, State, Zip, Country (Home/Permanent) _____

Country of Citizenship _____

If you will be somewhere other than your college or home address during the application process (including summer), include this below:

College _____

Street Address (Other) _____

College Major(s) _____

City, State, Zip, Country (Other) _____

College Minor(s) _____

Dates Valid (From-To) _____

Anticipated academic standing when program begins:

Freshman Sophomore Junior Senior

Name(s) of Parents/Guardians* _____

Graduation Date: ____ Year GPA: ____
Month Year (on a 4.0 scale)

E-Mail Address of Parents/Guardians* _____

**ACM may notify your parents/guardians about your acceptance and send them important information, such as a copy of the student handbook.*

References *(Please use the Academic Program Recommendation forms included in this application packet.)*

Name _____ Title/Department _____

Name _____ Title/Department _____

Language Evaluation *(Only required for Costa Rica, Brazil Exchange, & Mexico Summer programs.)*

Name _____ Title/Department _____

Passport Information *(International Programs only)*

Do you have a passport that is valid at least six months after the END DATE of your program? Yes No

Passport number: _____ Expiration date: _____

If NO, you must either: [1] apply for a new passport or [2] renew your old passport immediately.

For more details on passport application and renewal, please visit: www.travel.state.gov.

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Essay

Please answer the following essay on a separate sheet of paper. The essay should be approximately 300-500 words, typed and proofread, and should reflect the depth of your interest in this program.

Explain in some detail why you want to participate in this specific program, with particular reference to academic and personal goals and expectations. How would study in the program contribute to your educational goals in ways not possible through on-campus study? What strengths, talents, interests, and background do you have that would make you a good candidate for the program? Please mention any special interests (whether or not directly related to the program's content) that you plan to pursue during your participation in the program.

Short-Answer Questions

Please type your responses to the following questions on separate pages. Be sure to number your responses and include the additional sheets with the application form. Please answer each question in detail.

Note: There are additional program-specific questions & requirements on the following pages. Please check to see if the program for which you are applying requires answers to additional questions or has additional requirements.

Applicants to U.S. domestic programs

(See following pages for potential additional questions and/or requirements)

1. List all courses not on your transcript that you will have completed before the beginning of the program.
2. What coursework, reading, or study have you completed in areas related to the program for which you are applying?
3. Have you actively participated in an independent study program, field study, research project, or internship? If so, describe the work and its end product in detail, including information such as field, sources, format, method of evaluation, etc.
4. List any extracurricular activities, leadership positions, honors, awards, or special recognition you have received.

Applicants to international programs

(See following pages for potential additional questions and/or requirements)

1. List all courses not on your transcript that you will have completed before the beginning of the program.
2. What coursework, reading, or study have you completed in areas related to the program for which you are applying?
3. Have you actively participated in an independent study program, field study, research project, or internship? If so, describe the work and its end product in detail, including information such as field, sources, format, method of evaluation, etc.
4. List any extracurricular activities, leadership positions, honors, awards, or special recognition you have received.
5. Have you ever traveled to or lived in either the country of the program for which you are applying or another foreign country? If so, discuss what you found challenging about traveling or living abroad. If not, discuss what might you see as potential academic and/or cultural challenges.
6. How much formal study have you had in foreign language(s)? What other experiences have you had which may have contributed to your knowledge of and ability to use foreign languages?
7. Do you have specific language proficiency that applies to the particular program for which you are applying? If so, what skill level have you achieved in this language (please be specific)? If not, do you plan on doing any language training specific to the country you are visiting before the start of the program?

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Additional Questions & Requirements *(Please check all the additional questions to see if your program is listed.)*

Botswana Program	<p>8. What type of independent project would you like to undertake while in Botswana? If you do not have a specific topic in mind, what are some areas of interest that you might wish to investigate?</p>
Brazil Exchange Program (Environmental Studies option)	<p><i>The emphasis of this program is to enhance your environmental studies through coursework and first-hand acquaintance with Brazilian rainforest and savannah (cerrado) eco-systems at either the Universidade Federal de Juiz de Fora (UFJF) or the Universidade de Brasília (UnB). Please review the ACM Brazil Exchange website for course and program information.</i></p> <p>8. State your preference between studying at UFJF or UnB and explain your reasons. <i>(Note: Your preference will be considered, but is not guaranteed.)</i></p> <p>9. Based on course information that is currently available from the universities and with the understanding that specific course offerings may vary each semester, please list any courses you would be potentially interested in taking at either UFJF or UnB.</p> <p>10. How do you think your environmental studies experience in Brazil enhance or otherwise affect your studies back at your home institution?</p> <p>11. Scholarship funding is available on a competitive basis to students applying for this environmental studies program option. Scholarships are available for:</p> <ul style="list-style-type: none"> • Portuguese language study (up to \$1,000) • Personal program expenses, such as travel, housing, meals or other costs (up to \$4,000). <p>Would you like to be considered for either (or both) of these scholarships (please indicate which)?</p> <ul style="list-style-type: none"> • If applying for the language study scholarship, please indicate what type of additional language training options(s) you would like to pursue, prior to the start of the program. • If applying for the personal program expenses scholarship, explain how you expect to make best use of this program (coursework, gathering of data, cross-cultural learning, etc.) toward your degree and future studies. <p><i>You must have the Student Exchange Approval form completed and signed by your school's Off-Campus Study Officer, or whoever gives final approval for off-campus study.</i></p> <p><i>In addition, complete the Language Evaluation form included in this application. If you have competency in more than one Romance language, please submit multiple forms.</i></p>
Brazil Exchange Program (Liberal Arts & Sciences option)	<p><i>You must have the Student Exchange Approval form completed and signed by your school's Off-Campus Study Officer, or whoever gives final approval for off-campus study.</i></p> <p><i>In addition, complete the Language Evaluation form included in this application. If you have competency in more than one Romance language, please submit multiple forms.</i></p>
Chicago Program	<p>5. While all students in the Chicago Program take the interdisciplinary core course, your seminar, internship, and independent study project can be more specifically focused in the areas of Arts, Entrepreneurship, or Urban Studies. Please indicate which of these area(s) you anticipate will be your primary focus – Arts, Entrepreneurship, Urban Studies, or a combination of more than one of these areas. <i>(Note: If you're planning to get departmental credit toward a major or minor, focusing exclusively in one academic area may be recommended. Also, following your acceptance to the program, you will have the opportunity to decide on your specific course choices after speaking with program staff.)</i></p> <p>6. <i>(Only for students applying for the spring quarter/trimester option)</i> Students participating in the spring quarter/trimester Chicago Programs option have the choice of either an internship OR an independent study project. Which option are you planning to pursue?</p>
Costa Rica (Fall)	<p><i>Complete the Language Evaluation form included in this application, indicating Spanish language proficiency.</i></p>
Costa Rica (Spring Field Research)	<p><i>The emphasis of this program is on independent field research in any field, encompassing a wide range of disciplines across the social sciences, humanities, and natural sciences. You are strongly urged to review the ACM Costa Rica website at www.acm.edu/cradvisors for potential project areas and advisors, and consult with appropriate faculty members on your home campus about a project before you apply.</i></p> <p>8. What type of independent research project would you like to undertake while in Costa Rica? If you do not have a specific topic in mind, what are some areas of interest that you might wish to investigate?</p> <p><i>Complete the Language Evaluation form included in this application, indicating Spanish language proficiency.</i></p>

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Additional Questions & Requirements *(continued...)*

India Program (Fall)	8. What type of independent project would you like to undertake while in India? If you do not have a specific topic in mind, what are some areas of interest that you might wish to investigate?
India Program (Summer Service Learning)	8. Our goal is to place you with a non-governmental organization (NGO) whose work is in a field of interest to you. Please describe what field(s) you might be interested in exploring during your summer service learning experience. <i>Since this is a summer program, the Approval & Required Signatures form may not be required by your campus (check with your Off-Campus Studies staff to see if completion of this approval form is necessary).</i>
London & Florence (15-week option)	8. Students choosing the 15-week London & Florence program have the option to start in either Florence or London. ACM would like to take your preference into consideration when making placements, but also needs to make sure that both program options have balanced enrollments. Please explain why you prefer to start in either London or Florence.
Mexico Program (Summer Service Learning)	8. Our goal is to place you with a non-governmental organization (NGO) whose work is in a field of interest to you. Please describe what field(s) you might be interested in exploring during your summer service learning experience. <i>Since this is a summer program, the Approval & Required Signatures form may not be required by your campus (check with your Off-Campus Studies staff to see if completion of this approval form is necessary).</i> <i>Complete the Language Evaluation form included in this application, indicating Spanish language proficiency.</i>
Newberry Seminar	<i>The Newberry Seminar emphasizes independent research in the humanities drawing upon the materials of the Newberry Library; students participate in an interdisciplinary humanities seminar and complete a substantial research paper. The following questions give you an opportunity to describe your experiences and interest in independent study.</i> 5. As you'll see from a quick glance at the Newberry's website (http://www.newberry.org/collections/collections.html), the library has a vast range of resources. Which areas of the Newberry's holdings most intrigue you and complement areas of research in which you've already worked? To what extent have you already explored some of the issues included in this year's seminar? 6. Although you will be able to revise your project proposal once the seminar begins, please describe your current thoughts about the broad subject area of the project you might pursue in the Newberry Seminar. How does it tie in with the theme of the seminar and connect to the holdings of the Newberry? How have the courses you've taken in college so far prepared you to approach such a project?
Tanzania Program	8. For six weeks, students will live in tent camps in Northern Tanzania. Conditions may be arduous. Briefly describe any previous camping experience you may have. 9. What type of independent research project would you like to undertake while in Tanzania? If you do not have a specific topic in mind, what are some areas of interest that you might wish to investigate?
Urban Education: Student Teaching in Chicago	5. Student teaching in an urban environment will provide an opportunity for participants to practice core skills in classroom teaching, while also developing a deeper understanding of the broad range of social, economic, and political factors affecting urban communities and education today. With this thought in mind, please address the following questions: What challenges and goals do you foresee in participating in your urban teaching practice? In what ways have previous internships, work, or life experiences grounded you personally for this experience? And, what do you hope to gain most professionally from this experience? 6. Please indicate the subject area(s) and grade level(s) for which you are seeking teaching certification. Include your primary subject area of certification, any additional subject areas, and the grade level(s) for your certification. Also, please indicate the preferred grade level for your student teaching placement. <i>In addition to the two academic recommendations, complete the Student Teaching Recommendation Form included in this application. This form should be completed by a prior fieldwork mentor or supervisor.</i>

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Language Evaluation *(Only required for Costa Rica, Brazil Exchange, & Mexico Summer programs.)*

PART 1 – TO BE COMPLETED BY THE STUDENT:

ACM Program Choice

Applicant Name

Language being evaluated

1. What language(s) have you studied in high school and college? Please list the language(s), years, and levels of your language ability.
2. Please list any other language(s) in which you have proficiency.
3. If you have not taken a language class in college and are therefore unable to provide a language evaluation from a faculty member, please self-assess your language proficiency using the scale in question #2 below. *Otherwise, please skip this question and have the remainder of this form completed by a faculty member from your college.*

Under the provision of the Family Educational Rights and Privacy Act of 1974, I waive my right of access to this evaluation, and I understand that this evaluation will be used only for the purpose for which it was prepared.

Yes No

Applicant Signature

Date

PART 2 – TO BE COMPLETED BY THE LANGUAGE PROFESSOR OR EVALUATOR:

Your candid assessment of this student's foreign language skills is extremely important to the Selection Committee. Please consider your answers carefully. If possible, review the objectives of the program outlined in the current program brochure and online at www.acm.edu. **Please answer the following questions on a separate sheet of paper.**

1. How long have you known this student? In what capacity?
2. Keeping in mind what is likely to be required in an off-campus study setting, circle the appropriate foreign language assessment numbers below:

- 1 – *Lacks the basic skills necessary for daily interaction*
- 2 – *Has limited skills and can communicate particular needs, but with difficulty*
- 3 – *Communicates effectively in certain areas and can improvise around gaps in knowledge*
- 4 – *Has well-developed language abilities, and is near-fluent in most communication*
- 5 – *Extremely fluent for a non-native speaker*

Speaking: 1 2 3 4 5

Writing: 1 2 3 4 5

Listening Comprehension: 1 2 3 4 5

Reading Comprehension: 1 2 3 4 5

3. Describe any experiences you are aware of which may have contributed to the applicant's language proficiency. Consider languages spoken at home, high school language work, travel abroad, work with native speakers, etc.
4. Please comment on the applicant's language learning ability and performance in the classroom.
5. Does the applicant have the level of language skills necessary to function in courses taught in this language?
6. Please offer any other comments you believe would help the Selection Committee assess the applicant's ability or motivation to use their foreign language skills and to participate in this program.

Evaluator's Name (please type or print) _____

Signature

Title/Department

College

Date

Please return this form to the applicant, Off-Campus Studies Office, or the Campus Program Advisor.

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Student Teaching Recommendation Form *(Only required for the Chicago Urban Education program.)*

Applicant Name _____

College _____

Please check one: **ELEMENTARY** fieldwork site **SECONDARY** fieldwork site

FOR THE STUDENT:

Under the provision of the Family Educational Rights and Privacy Act of 1974, I waive my right of access to this evaluation, and I understand that this evaluation will be used only for the purpose for which it was prepared.

Yes No

Applicant Signature

Date

FOR THE FIELDWORK MENTOR/SUPERVISOR:

Your candid assessment of this student's fieldwork efforts will weigh heavily in the Selection Committee's decision to accept her/him into the Chicago Urban Education program. **Please consider your answers carefully.** For further details as to the program's objectives, please go to www.acm.edu/teaching.

PLEASE ANSWER THE FOLLOWING QUESTIONS ON A SEPARATE SHEET OF PAPER, EITHER AS NUMBERED RESPONSES OR AS A LETTER WHICH INCLUDES ANSWERS TO ALL OF THE QUESTIONS.

1. When did the student conduct her/his fieldwork under your supervision?
2. Please assess the student's skills during their fieldwork experience, using the following four domains:
 - a. Intellectual resourcefulness
 - b. Reliability and dependability
 - c. Thoroughness and creativity in developing instruction
 - d. Attentiveness to individual students and school context
3. Please comment on the student's strengths and weaknesses beyond these domains.
4. Does the student have the talents to fulfill her/his student teaching requirements in an urban school?
5. Please offer any other comments you feel would help the Selection Committee assess the student's abilities to participate in the Urban Education program.

Evaluator's Name (please type or print) _____

Signature

Title/Department

Date

School

Please return this form to the applicant, Off-Campus Studies Office, or the Campus Program Advisor.

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Student Exchange Approval *(Only required for Brazil Exchange programs.)*

The Brazil Exchange programs are open only to students from ACM colleges. All applicants must have this form completed and signed by their college's **Off-Campus Study Officer**, or whoever gives final approval for off-campus study at their college. Completion of this form indicates the college's approval for the two-way student exchange.

Applicant Name

Semester that ACM student will go to Brazil

Name of ACM College

Semester that college will accept Brazilian student

*The following "Brazil Exchange Approval" statement must be approved and signed by the college's **Off-Campus Study Officer**, or whoever gives final approval for off-campus study:*

BRAZIL EXCHANGE APPROVAL

This confirms that the ACM College agrees to enroll a Brazilian student from either the Universidade Federal de Juiz de Fora (UFJF) or the Universidade de Brasília (UnB) in Brazil for one term, in exchange for each ACM student from this College who spends a term studying at UFJF or UnB. The College will work with the ACM Office and UFJF or UnB to determine the schedule for the reciprocal student exchange. In this exchange, neither student will pay tuition or fees at the receiving institution but will instead pay tuition and fees only at their home institution. The students will each pay for room, board, transportation, and other costs.

Campus approval signature

Date

Campus approval name (please print)

Title/Department

Please return this form to the applicant, Off-Campus Studies Office, or the Campus Program Advisor.

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APPROVAL & REQUIRED SIGNATURES

STUDENT SIGNATURE *(After signing, please give to the appropriate off-campus study officials at your college for approval signatures.)*

This signature indicates that the applicant hereby applies to participate in the designated ACM off-campus study program. The applicant also authorizes the sharing of educational records and materials necessary to complete this application between ACM and their home institution.

Applicant name (please print)

College

Applicant signature

Date

FACULTY/STAFF SIGNATURES *(Please sign and return to the appropriate off-campus study officials.)*

ACADEMIC/PROGRAM APPROVAL

This signature affirms that the student has consulted with the appropriate academic and/or faculty advisors to ensure that the program for which they are applying is consistent with their academic program. This signature will typically be from an **Academic Advisor** or the campus **Faculty Program Advisor** for the particular ACM program.

Faculty/Staff Name (please print)

Title/Department

Signature

Date

This has already been completed as part of the campus application, so the Off-Campus Study approval below replaces the need for this signature.

DISCIPLINARY APPROVAL

Your signature will indicate that, to the best of your knowledge, the applicant has demonstrated sufficient emotional stability and maturity to participate in an off-campus program requiring adjustment to a different environment and intensive interactions in a small group of students. This signature will typically be from the **Dean of Students** or an equivalent campus officer.

To the best of your knowledge, has this student ever been subject to disciplinary action? No Yes *(please explain)*

Faculty/Staff Name (please print)

Title/Department

Signature

Date

This has already been completed as part of the campus application, so the Off-Campus Study approval below replaces the need for this signature.

OFF-CAMPUS STUDY APPROVAL

This signature affirms that the appropriate academic officials have approved the student's candidacy for the program. This signature will typically be from the **Off-Campus Study Officer** who gives final approval for students to study off-campus. In cases where a college does not have a specific Off-Campus Studies office, this may also be a signature from an **Academic Dean** or whoever gives final off-campus study approval.

Is this student currently a full-time undergraduate in good academic and judicial standing? Yes No *(please explain)*

Has this student been approved for off-campus study? Yes Yes, with reservations *(please explain)* No *(please explain)*

Faculty/Staff Name (please print)

Title/Department

Signature

Date

Please return this form to the applicant, Off-Campus Studies Office, or the Campus Program Advisor.

ACM OFF-CAMPUS STUDY PROGRAMS APPLICATION

www.acm.edu • ASSOCIATED COLLEGES OF THE MIDWEST • 312.263.5000

ACADEMIC PROGRAM RECOMMENDATION

(You may also complete this form online at: www.acm.edu/recommendation.)

Applicant Name _____

ACM Program Choice _____

FOR THE STUDENT:

Under the provision of the Family Educational Rights and Privacy Act of 1974, I waive my right of access to this recommendation, and I understand that this recommendation will be used only for the purpose for which it was prepared.

Yes No

Applicant Signature _____

Date _____

FOR THE RECOMMENDER:

Your candid assessment of the strengths of this student's application to an ACM Off-Campus Study Program will weigh heavily in the Selection Committee's final decision. **Please consider your answers carefully.** If possible, read the student's completed application and/or review the objectives of the program outlined in the current program brochure and online at www.acm.edu. Thank you in advance from the members of the Selection Committee.

PLEASE ANSWER THE FOLLOWING QUESTIONS ON A SEPARATE SHEET OF PAPER, EITHER AS NUMBERED RESPONSES OR AS A LETTER WHICH INCLUDES ANSWERS TO ALL OF THE QUESTIONS.

1. How long have you known this student? In what capacity?
2. How would study on this program and in this location complement the student's on-campus studies?
3. In what ways is the applicant adequately prepared for this program through formal academic work?
4. What is your overall estimate of the applicant's intellectual ability, academic motivation, and consistency of effort?
5. Please describe any particular strengths of the applicant which will likely be assets to the program.
6. Off-campus programs require emotional maturity, self-discipline, initiative, 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 without generating friction, keep up with a rigorous schedule, take some initiative in using free time effectively, and maintain academic study habits in an off-campus situation. What difficulties, if any, might the applicant experience with regard to this program?
7. Please add any comments you believe will be helpful to the Selection Committee.

Recommender's Name (please type or print) _____

Signature _____

Title/Department _____

College _____

Date _____

Please return this form to the applicant, Off-Campus Studies Office, or the Campus Program Advisor.

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