



CENTER FOR INTERDISCIPLINARY STUDIES

5 The Green • Eaton Hall, Room 111 • Medford, MA 02155

Phone: 617-627-2955 • Fax: 617-627-3032

Interdisciplinary Studies Major Application Checklist: (Formerly Plan of Study)

___ Read the “Guide to the Interdisciplinary Studies Major” including the forms to be filled out. The information can be given without using these forms, but it should be organized in a similar way, and should include all the information.

___ Look at sample Interdisciplinary Studies Major (formerly PoS) proposals on file at the Academic Resource Center in Dowling Hall. Meet with a writing professional at the Academic Resource Center to discuss how to write a convincing proposal that clearly expresses how you intend to create a viable Interdisciplinary Studies major.

___ The Interdisciplinary Studies major proposal must be completed and handed in to the committee by early in the second semester of the sophomore year, detailed dates can be found on the CIS website:
<http://cis.tufts.edu/ismajor/index.htm>

___ Have a clear interdisciplinary focus of your proposed Interdisciplinary Studies major. Consult through the Tufts [Bulletin](#) and write down the titles and department numbers of the courses that might be part of your Interdisciplinary Studies major (make a note, too, of the professors who regularly teach those courses--you may want to ask them to be part of your Interdisciplinary Studies major advising committee).

___ Once you have a well-written Interdisciplinary Studies major description (with objectives and methodology); submit it to professors whom you hope could serve on your Interdisciplinary Studies major advising committee.

___ Ask your Interdisciplinary Studies major advisors to send their letters of support for you to the [Center for Interdisciplinary Studies](#) at cis@tufts.edu. Make sure they understand they must address substantive issues of support for you and your proposed Interdisciplinary Studies Major, and they must address whether they will be on campus during your senior year; **if not, you need to find a replacement.**

___ Be sure to have a backup major chosen in case your proposal is not accepted.

The full proposal consists of the following:

___ A cover sheet including your name, graduation date (class), student ID number, full contact information including local telephone/mobile phone number(s), address, email(s); title of your Interdisciplinary Studies Major ; your principal advisor and two additional advisors contact information to include: first and last names, department, telephone, and email address.

___ A description (~2 pages) of the interdisciplinary intellectual area(s) of your Interdisciplinary Studies Major , including a title for the Interdisciplinary Studies Major and a tentative title and focus for the Senior Thesis; this description should include your objectives, methodology proposed, case studies, etc.

___ A list of courses (and possible alternatives) for the Interdisciplinary Studies Major, including a proposed semester-by-semester schedule showing the courses already taken; these should include some advanced as well as foundational courses; bear in mind that the Interdisciplinary Studies major only covers the equivalent of a “major concentration”; it does not exempt you from the normal distribution and foundation requirements for your undergraduate degree.

___ A One-page bibliography of texts you have consulted/to be consulted for your Interdisciplinary Studies Major area(s) or topics.

___ A copy of your unofficial transcript, which may be printed from SIS online.

___ Arrange to have letters of support sent from your advisory committee to CIS at cis@tufts.edu

___ After receiving your proposal, CIS will contact you regarding date and location your Interdisciplinary Studies major proposal will be reviewed by the committee. You will have a chance to address committee members and respond to any questions or requests for clarification.

___ When CIS officially approves your proposal, you need to declare the Interdisciplinary Studies Major with the blue Declaration of Major form available in Dowling Hall. Your final transcript will carry a notation with the official title of your Interdisciplinary Studies Major.



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Interdisciplinary Studies Major Proposal Form

Student Information		Please Print	
Student Last Name	First Name, MI	Student I.D. Number	
Local Street Address	Apartment #	College	Class
City, State	Zip	Home Phone	Email Address

Title of Interdisciplinary Studies Major _____

Faculty Advisors

Name	Department	Phone / Email	Signature
Primary Advisor:			
1.			
2.			
3.			

Checklist of items that must accompany this proposal (to be sent via email to CIS at cis@tufts.edu):

- ___ Basic Description
- ___ Curriculum form (courses taken, to be taken)
- ___ One-page bibliography of works consulted, to be consulted
- ___ Copy of most recent unofficial transcript
- ___ Arrange for letters of support to be sent directly to CIS at cis@tufts.edu

PROPOSAL FOR INTERDISCIPLINARY STUDIES MAJOR

BASIC DESCRIPTION

Student Information

Please Print

Student Last Name	First Name, MI	Student I.D. Number
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**Title of Interdisciplinary
Studies Major**

Preliminary Thesis Title
CIS 95 or 195(Honors)

Description of Interdisciplinary Studies Major: (Objectives, methodology, etc. Use additional pages, if necessary. Include a 1-page bibliography of texts consulted and to be consulted.)

PROPOSAL FOR INTERDISCIPLINARY STUDIES MAJOR

CURRICULUM

Student Information

Please Print

Student Last Name	First Name, MI	Student I.D. Number
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1. Attach a copy of your most recent transcript (print out from SIS).

2. List any courses already taken that are to apply to your Interdisciplinary Studies major: _____ Course

3. List courses to be taken toward fulfillment of your Interdisciplinary Studies major (specify department, number, and title):

SOPHOMORE YEAR

Course #	Course Name	Credits

JUNIOR YEAR

Course #	Course Name	Credits

SENIOR YEAR

Course #	Course Name	Credits

THESIS CIS 95 _____

HONORS THESIS CIS 195 _____

PROPOSAL FOR INTERDISCIPLINARY STUDIES MAJOR

STATEMENT OF SUPPORT FROM ADVISOR

[To be sent directly to CIS at cis@tufts.edu; equivalent information may be sent in different format]

Student Information

Please Print

Student Last Name

First Name, MI

Student I.D. Number

Primary Advisor Name

Department

Phone / Email

I have read the description of the responsibilities of an advisor for an Interdisciplinary Studies Major (below) and have met with the applicant, _____, to design an appropriate program.

Student Name

I do not intend to be on leave during the time that this student will be working on their Interdisciplinary Studies Major. The student has shared the **Guide to the Interdisciplinary Studies Major** with me.

Responsibilities of the Faculty Advisors

Members of the faculty who agree to serve as advisors for an Interdisciplinary Studies major should realize that it will involve significant time both in the initial planning with the student and in continuing to advise him or her once the Plan has been approved. Thus, the following suggestions are made to all potential Interdisciplinary Studies major advisors:

1. Advisors should take the time to know both the student and his or her program. No student proposals will be considered by the committee that does not carry a written statement of support from each member of the advisory committee.
2. In this connection, advisors must meet with the student to evaluate both the objectives of the student's program and the courses and thesis project chosen to achieve those objectives before the proposed Plan is submitted to the committee for approval.
3. Further, as the student's program develops, the advisors as a committee should meet with the student at least once a semester, (unless the student is away from campus). Progress toward the stated objective should be evaluated and alterations in the originally suggested curriculum or thesis made when necessary. These joint meetings become particularly important when the student enters the thesis phase of his or her program. Responsibility for arranging these meetings should be shared by the student and principal advisor.
4. Faculty members who are going on temporary or permanent leave should not sign proposals as advisors. If unforeseen circumstances arise that make it necessary for an advisor to leave Tufts, it is his or her responsibility to arrange a suitable temporary or permanent substitute.
5. Advisors are responsible for the final evaluation of the student's work, including an oral defense of the thesis project.

6. All Interdisciplinary Studies major students may be considered for honors through the Thesis Honors program, provided that they have been on the Dean's List at least twice prior to their senior year. A written assessment of the student's work and recommendations for the honors to be awarded, signed by the members of the advisory committee, must be in the hands of the Student Services Degree Audit Coordinator Dowling Hall by early May for May graduates and by middle January for February graduates.

7. It is the responsibility of the student to deliver a copy of the student's Interdisciplinary Studies Major thesis to the Tisch Archives to remain on permanent file.

Signature of Advisor

Date

In the space below, please write a statement of support for this student's application for an Interdisciplinary Studies Major. Comment on the feasibility and appropriateness of the student's proposal and on your assessment of his or her ability to work independently.