CHECKLIST FOR STUDENTS SEEKING A BACHELOR OF ARTS OR SCIENCE DEGREE IN INTERDISCIPLINARY STUDIES

This checklist has been established to give baccalaureate students a guide to preparing and commencing a degree plan through the Interdisciplinary Studies Program (IDS). The items are listed in the order that a student should complete them. The checklist does not replace the need to communicate initially with the IDS Program Director nor, once admitted to the IDS Program, to communicate regularly with the student’s advisory committee. The student is responsible for adhering to pertinent university policies in completing the bachelor’s degree. This checklist is one tool to facilitate that responsibility. Other important information is available to students through the Boise State University Catalog, the Boise State University Directory of Classes and the Boise State University Student Handbook.

1. Consider your educational goals.
The IDS Program is an alternative to existing, discipline specific degree programs at Boise State University. You should consider carefully what you want to achieve in your baccalaureate education. Is it preparation for professional training? Are you interested in a field that is still developing and which crosses between disciplines? These are the type questions that you should define for yourself and you should be able to articulate your answers to someone unfamiliar with you personally.

2. Review the Boise State University Catalog.
You likely have looked at the Catalog and have some idea about degree programs that exist. Review the catalog again but look for the two or three areas of study that would serve you in achieving your educational goals. You might begin to note those classes which seem to deal most directly with your goals. As you make these observations, keep a record (for your use in completing application materials) stating why the classes seemed to fit your needs.

3. Make an appointment to see the IDS Program Director
The meeting with the IDS Program Director is critical you make your educational plans. It provides you an opportunity to articulate your educational goals and to state why you want to apply to the IDS Program. It also provides you a chance to tell the Program Director your thoughts about the areas of study you want to pursue and which classes you have already noted that could fulfill your needs. The Program Director can tell you whether your educational goals can be served through the IDS Program. The Program Director will need to see a copy of your transcript, so bring one with you or have one sent from your educational institution’s registrar directly to the IDS office (the transcript verifies whether you meet the admission requirements). Finally, the meeting is a time for you and the Program Director to review the admission and degree requirements.

4. Select an advisory committee.
The advisory committee provides you critical support in the creation of your degree program and in the pursuit of your degree. The committee is comprised of three regular Boise State University faculty members who represent the areas of study you will combine in your degree. One person will serve as committee chair. The advisory committee serves the same function that an advisor in a discipline specific program serves. The committee chair is the person you will have the most contact with and who will sign various university documents. That person should be someone you respect, not just for his or her academic expertise but also his or her interpersonal skills. You should rely on the advisory committee to help you formulate your degree plan. Ideally you should meet with them jointly and develop the list of classes that will comprise your degree plan. You will then be better prepared to complete the application materials.

5. Prepare the IDS Program application materials.

The IDS Program office (Education Building, Room 601) provides the necessary forms for application to the program. Make sure you fulfill each of the following:

a) Application for Admission and Personal Data form

b) Degree Plan form with the classes you intend to take (with the semester and year you intend to take them) and the signatures of your advisory committee (indicating their approval of your degree plan)

c) A typewritten, two to three page Statement of Justification. The Statement of Justification is most important. It is a narrative explaining your educational goals; why existing BSU degree programs do not help you reach your educational goals; and, why a combination of two to three different areas of study will facilitate the fulfillment of your educational goals. In preparation of the Statement of Justification, you are encouraged to provide your advisory committee members and the IDS Program Director a draft so that they can help you create the best possible Statement. This narrative is the only personalized part of your application materials. Make it clear, reasonable and persuasive.

d) Provide an itemized listing of the classes you wish to take. With each class listed, write a two or three sentence explanation that indicates why that class supports your educational goals. (There should be a clear connection between the Degree Plan, the Statement of Justification and the itemization of the classes with explanations.)

e) A list of Learning Goals and Objectives, Outcomes and Assessment Measures

f) Transcripts of your college work thus far.
6. Deliver your application materials before the deadline date.
The Interdisciplinary Studies Committee reviews your application materials. The IDS Committee is comprised of nine people representing each college and program at Boise State. The IDS Committee reviews applications twice during the academic year, once in the fall for admission the following spring semester and once in the spring for admission the following fall semester. Application materials for the fall review must be received by 1 October. Application materials for the spring review must be received by 1 March.

7. Receive the decision on your application for admission.
Normally, the IDS Committee will meet within the month and the results of the review will be sent to you by mid-November or mid-April (at the latest). The committee will make one of three determinations on your application: admitted, admitted with provisions (and they will give you specific recommendations on how to resolve the provisions) or denial (with specific reasons given as to why the application was not approved). Application materials for the fall review must be received by 1 October. Application materials for the spring review must be received by 1 March.

8. Begin your Degree Plan.
Once you have been admitted to the IDS Program without provision, you should immediately begin taking the courses listed in your degree plan. Your contact with the IDS Program office from this point will be minimal. But your communication with your advisory committee should continue on a regular basis. Keep your advisory committee informed of your progress; seek their advice if you foresee difficulties in completing your program as planned; rely upon them, and your advisory committee chair especially, as you would an advisor in a discipline specific degree program.

You should begin contemplating the graduation process when you are in the next to last year of your degree plan. Here are tasks that you will need to complete.
   a) File an application for graduation with the Registrar’s office.
   b) Meet with your advisory committee to discuss your senior project. The senior project is the culminating activity of your degree. It should reflect the interdisciplinary nature of your degree and it should be a project of some significance. It might be a traditional research paper. It might be a project involving an experiment. It might be an experience, like an internship, that began earlier in your education that will culminate in your senior year and you will provide a written summary of our learning.
   c) Prepare a prospectus for your senior project in the semester prior to graduation. The prospectus must be submitted to the IDS
Committee for review in their regular review period (either fall or spring). The IDS Committee must approve your prospectus before you enroll in the project course.

10. **Complete your senior project.**
    Enroll in INTDIS 491 “Project” and complete your senior project during the final semester of your senior year. You may have been gathering data, maintaining an experiment or doing other work related to the senior project prior to your senior year but the final year is the time to bring it to closure. After it’s completion, your advisory committee must have an opportunity to review the project. You may have provided them progress reports before or even shown them some of the results of your work. In any event, during the final semester, meet with your advisory committee to discuss the project and to share with them the results. They, and the IDS Program office, will need a written record of your work (regardless of the type project you undertook). You may examine examples from past students in the IDS Program office. After your advisory committee has met, the chair will need to complete the “Report of Culminating Activity” and file a grade for you.

11. **Submit your Learning Portfolio**
    Submit your learning portfolio of sample work to your advisory committee chairperson for review.

12. **Participate in commencement ceremonies.**
    Once you file an application for graduation and the Registrar indicates that you will be able to complete your degree plan, you are automatically listed as eligible to participate in graduation ceremonies. Information about commencement regalia and the event will be sent directly to you.

    **CELEBRATE!**