1. **Develop course list** before Jr. year
   - Consult with IIS academic advisor
   - Research existing programs at other universities (preferably in VA)
   - E-mail to advisor for approval

2. **Revise course list**
   - Consult with two sponsors in your major disciplines (at least one has to be full-time tenure track ODU faculty)

3. **Draft proposal**—no later than 1st semester Jr. yr
   - Refer to sample proposals provided by advisor and Proposal Checklist in Student Information Packet at al.odu.edu/ids/iis
   - E-mail to advisor for revision suggestions

4. **IIS committee approval**—with 30 cr hrs left in degree
   - Once advisor believes proposal is set for committee, prepare title page with major title, your name and UIN, your advisors and their ranks
   - E-mail final draft to advisor
   - Wait for notification of approval from committee