PROPOSAL CHECKLIST

__________ Concentration:
• Construct the name of your concentration. It should be a short phrase that captures the essence of your focus and combination of courses.

__________ Personal Background:
• Link to field of study.
• Describe related work history and/or internships.
• Explain your motivation for developing in this field.

__________ Field of Study:
• Identify degree programs at other universities that are similar to what you are developing.
• Use Occupational Outlook (http://www.bls.gov/oco/home.htm) to identify job outlook; qualifications and training associated with your program; skills, knowledge, and understandings needed for profession.
• Describe the field in terms of the ‘disciplines’ you are including in your program.

__________ Justification and Overview of Courses:
• Identify disciplines and specific courses.
• Show how what you will learn from this collection of courses will relate to your field of study.
• Explain why existing major, minor combinations are not appropriate for what you wish to pursue.
• Make a clear, direct link between your objectives and the courses.
• If you are planning on applying to graduate school, show how your courses meet the requirements for entrance into graduate programs in your field of study.

__________ Senior Project:
• Describe how your senior project integrates and synthesizes the courses in your concentration.
• If you are planning to do an internship, give some concrete example of where you might do the internship, people you have contacted and what you will be doing.
• Describe the ‘product’ that will be the result of your project: a paper, a CD, a portfolio, a research project.
• Describe how your project will be evaluated and by whom.

__________ Curriculum Sheet summarizing your program of study:
• This curriculum sheet will serve as your program ‘advising sheet’ helping you and your advisor chart your progress.