

INDIVIDUAL MAJOR HANDBOOK

OVERVIEW

If you are a student in the College of Arts and Sciences, the Individual Major (IM) offers you the chance to focus your academic work on an interdisciplinary Capstone outside the framework of an existing department or program major. In an Individual Major, you define your own major program of study, drawing on courses from two or more disciplines within the College. In certain cases, you might apply to work toward a degree with Honors in your Individual Major.

The major as part of the Oberlin B.A.

Oberlin's College of Arts and Sciences sees the depth of study that a major ensures as one of the two poles of a liberal education. To quote from the current *Course Catalog* "General Education" section:

Intellectual depth and breadth characterize liberal education. Depth is realized through intensive training in a major. Breadth results from the assimilation of the content, approach, and insights of several different disciplines. Oberlin's general education requirements encourage students to seek breadth in their education, while the major requirements help them to achieve depth.

In a departmental major, you would pursue depth through intensive training in a discipline represented by a department or program, for example, Biology, History, or Creative Writing. Requirements for such majors are published in the *Course Catalog* and on departmental websites; it can be useful for you to study these in order to understand the depth and intensity (for example, the level of advanced work) expected in an Oberlin College major.

The process of the IM

The Individual Major is created in collaboration between you and two faculty advisors, who work together to define a common topic for the major and to articulate how it fits with the liberal arts goals of the Bachelor of Arts degree at Oberlin. The process usually begins in the sophomore year (and no later than first semester of the junior year). With faculty advice, you name and define the major, propose the relevant coursework for it, and present a coherent rationale that explains its focus, purpose and viability as an Oberlin liberal arts major. Your written proposal and faculty recommendations go before The Individual Major Committee, a faculty committee which either approves it or suggests changes. Most proposals have to be revised at least once. If approved, the major becomes a contract between you and the college, though of course changes are often necessary as faculty go on leave or courses are changed: these changes are made in consultation with your advisors and the IM committee. After the proposal is completed, you may return to the IM committee to propose an Honors project in your IM. When completed, the title of the IM is recorded on your transcript.

Some sample IM topics

The topic of an IM is by nature interdisciplinary, drawing on the coursework, methodologies and resources of at least two departments. It is not a broad “liberal arts” major, but has a specific focus connecting the disciplines on which it draws. Area studies (such as “Sub-Saharan African Studies” or “South Asian Studies”) are popular in Individual Majors, created by analogy with existing area-study majors such as Latin American Studies, and drawing on courses in departments such as History, Politics, Sociology, Art, Religion, etc. Some IMs focus on a medium of expression and artistry, such as “Poetry” or “Digital Arts” or “Narrativity in Film.” Other IMs follow social issues, placing the student's individual concerns in relation to the disciplines that help to analyze those concerns: some recent majors in this area are “Community Based Education,” “Liberation Struggles Studies” and “The Sociology of Women in Sport.” A number of Individual Majors take advantage of the resources of the Conservatory of Music, drawing on the pre-professional study of music to create a liberal arts major in the college – for example, “Music Production: Creating African-American Music in the Present,” “Music Education for South Asia,” or “Psychomusicology.”

Examples of IM titles are available at the IM webpage at www.oberlin.edu/aarc/academic-policies-procedures/IM We recommend that you study the range and nature of these IM titles.

The IM and the College

The Individual Major has historically been a way in which the college has defined emerging disciplines. Before the creation of programs in Women's Studies, Environmental Studies, and Cinema Studies for example, students were creating their own majors in those fields, drawing on the expertise present in the college faculty and forging the ways in which those fields were to become the strong programs that they are today at Oberlin, now offering their own majors. Currently, a number of Individual Majors in multi-media studies, ethnomusicology, and cultural studies may be pioneering similar evolutions in the structures of knowledge and disciplines at Oberlin.

Conservatory Individual Majors

Although many Individual Majors draw on the resources of the Conservatory, the major as described in this document is only offered within the College; that is, it is available as a way of fulfilling the major requirement only within the Bachelor of Arts (B.A.) degree, not the Bachelor of Music (B. M.) degree. For information about the Conservatory Individual Major, consult the Conservatory Dean's Office.

Pros and cons of the IM

The Individual Major is not for everybody: it's a challenging process to define the major, bring faculty and courses together from different disciplines to create a strong proposal and course list, to write up the proposal and see it through the consideration process to approval. Successful completion of the IM takes a student who is willing to stay well on top of the details of his or her program, flexible and resourceful when

classes get cancelled or plans change, and above all willing to consult advisors and other faculty on a regular basis.

Furthermore, you should be aware that in choosing to pursue an IM, you will be going a route that may be isolating: there won't be significant departmental support for the majors as there is in some regular departments; there's little crossover in interest or topic among the IMs working on campus at any given time; and the IM itself may look strange to employers or graduate schools looking at your resume or transcript.

But for certain students it is a wonderful opportunity to forge a personalized focus for the liberal arts major and to take a special role in how Oberlin can contribute to his or her individual education. The IM does signal—to others in the college, to the world beyond Oberlin, and to you yourself—a thoughtful and challenging approach to liberal arts education.

The Individual Major Committee

The IM is overseen by the IM Committee, which is appointed by the College Faculty. Membership in the Committee, and its chair, change year-by-year, but it is normally staffed by faculty from many different areas of the college, with an interest in interdisciplinary work and knowledge of college procedures and resources.

The chair serves as the principal liaison with the Committee for IM students. The name of the chair can be found by contacting the Academic Advising Resource Center/Registrar in Carnegie 113.

The IM Committee holds meetings approximately monthly. Proposals, changes or other information for the Committee should be submitted to the chair no later than one week before the next scheduled meeting (materials received after that date will not be considered until the next meeting). Times and dates of upcoming meetings are available from the chair or online at www.oberlin.edu/aarc/academic-policies-procedures/IM

PROPOSING AN INDIVIDUAL MAJOR

Most IMs are planned in the sophomore year. You should begin the IM process early in the year, with the goal of completing a proposal for the IM Committee in the second semester of sophomore year. Occasionally, proposals may be considered by the Committee if submitted early in the first semester of the student's junior year, but no proposals will be considered from second-semester juniors or seniors.

For the purposes of explanation, the process is divided below into two stages, planning the IM and writing the IM. In practice, of course, these will overlap. As you plan, you'll be writing drafts of your proposal and getting feedback on them from your advisors and the chair of the IM Committee; as you write the proposal, you'll realize that you need to consult and plan further.

Planning the IM

How to start planning an IM? One step is to read through this and related descriptions of the IM to get an overview of the way the College thinks about the major. There are materials available for you to look at in the Academic Advising Resource Center/Registrar, Carnegie 113; IM title examples at www.oberlin.edu/aarc/academic-policies-procedures/IM In Carnegie 113 you will also find samples of approved IM proposals.

Study the *Course Catalog* including:

- Statement of Goals and Objectives for Oberlin College
- College of Arts and Sciences: Major Study
- Major programs as described in several departments or programs related to your proposed IM
- Course offerings in the disciplines from which you hope to draw your IM course work

If your proposed major relates to majors at other undergraduate colleges or universities (for example, South Asian Studies), get to know the shape and rationale for those majors as a way of articulating the idea more clearly in the context of an Oberlin education.

Draft some notes for yourself:

- a number of alternative titles for the IM
- some phrases indicating the nature of the interdisciplinary field you are proposing
- the departments and programs you might draw on
- the courses that you believe are central to your field
- the names of faculty members whose teaching and scholarship have some connection with your field

Consult with faculty and students:

- The chair of the IM Committee will have experience with IMs in many fields and at many stages: it's important both to inform him/her of your plans and to consult at various stages in the creation of a proposal.
- Even more centrally, it's important to find the right faculty advisors for your IM. You will need at least two advisors, in different departments, but you might start with one in the first stages of planning. For IMs that cross divisions (college and conservatory), one of the advisors will probably be from the conservatory. These advisors should be faculty members with good knowledge of the resources and workings of the college (faculty in their first year of appointment at Oberlin are not encouraged to take on advisees). They will be your academic advisors once your IM is approved and takes effect, and their help will be essential as you pursue the IM and negotiate the almost inevitable changes that it will go through. If advisors

go on leave during the IM, you need to find a replacement and inform Academic Advising Resource Center/Registrar by completing the Change-of-Advisor Form.

- Other students who have gone through the IM process are an excellent resource in helping and encouraging you to sharpen and focus your work, and to suggest faculty resources.

Writing the IM Proposal

The forms for the IM proposal are available [online](#), from the Academic Advising Resource Center/Registrar, or from the chair of the IM Committee. When completing the forms, be sure to follow the instructions for each form. Keep your materials available for re-writes while the planning and consideration process goes on: most IMs are rewritten several times before being approved.

Specific requirements for the IM

- Minimum cumulative GPA 3.0 at the time of application
- At least 10 full courses or the equivalent* in the major, and no more than 15 full courses or the equivalent
- No more than 2 full courses or the equivalent* below the 200-level
- One full course serving as the Capstone Course, taken in the senior year, focusing on the specific theme of the major
- A minimum of one course at the advanced level involving in-depth research, culminating in: written work and presentation; creative work; or performance
- At least 4 full courses or the equivalent* of work in the major not begun at the time of submission, including the Capstone Course
- No more than 2/3 of course work may be taken in any one department or program, as determined by the course prefix
- No more than 5 full courses or the equivalent* of work in the major may count towards any other declared major, minor, or concentration
- No more than 1/3 of course work for the major may be taken off campus
- Courses in which a student has earned a letter grade lower than a C-/P cannot be counted towards the major.

Key elements of the IM Proposal

- Title of the IM
- Primary Rationale
- Course Grid Sheets
- Course Rationale
- Capstone Course Description

* Two half courses equal one full course.

- Advisors' Recommendations

Title of the IM

The title should be appropriate for entry on your official Oberlin transcript. The title needs to describe in brief the interdisciplinary field that you are proposing as an equivalent to one of the existing disciplinary majors at Oberlin. Avoid proposing titles of the form "X and Y" (for example, "English and History"), which indicate a double major rather than an interdisciplinary one (one recent IM, for example, was titled "The Sociology of Women in Sport," naming a more precise relationship between the key disciplines than the vague linkage of "Sociology and Athletics"). Be sure that you are prepared to define and explain key words in your title: an IM titled "Community Based Education," for example, needs to go on to explain the particular nature of "community" that is implied in the title.

In addition to the title, please include:

- your OCMR number, your local phone number, and Oberlin email address
- your current class year
- your expected date of graduation
- any other major(s) and minor(s) you are pursuing

Once the IM Committee has approved your IM proposal, the committee reserves the right to share it with other interested students.

Primary Rationale

The primary rationale expands on and explains the title, defining the academic field of the proposed major. This should be a carefully written essay, up to three pages long (not exceeding 750 words), indicating the focus, direction, and purpose of the major, as well as its viability and suitability as an undergraduate field of concentration. The IM Committee will expect the primary rationale to do the following:

- Explain the topic that you propose to major in. Explain what disciplines it draws upon (departments and programs, usually) and how they will interact to create an interdisciplinary area. If appropriate, describe parallels to this area of study as majors at other colleges or universities, or in other IMs at Oberlin.
- Show how the proposed IM will fulfill the goals of a liberal arts major at Oberlin, primarily that of depth, "realized through intensive training in a major" (*Course Catalog*, "General Education").
- Articulate the viability of the IM, showing that the resources for completing it (particularly faculty and coursework) are available at Oberlin or through an off-campus study program (see off-campus limits on p. 7.)

- Address the ways in which your proposed IM is distinct from existing majors at Oberlin in related fields, and why those majors would not fulfill the goals you propose for your IM.
- Speak to why this area of study is important to you, how it fulfills your own goals for a liberal arts education, and what it may lead to after graduation.

Course Grid Sheets

The courses that constitute the major are a crucial part of the proposal, and should be submitted in the form of a set of grids (see grid sheets accompanying the proposal form on the website). The course grid sheets constitute a contract for the IM that the Registrar will expect you to adhere to (on the other hand, changes may be made in the major after the proposal has been accepted; see “Changes in the IM” below).

To help the IM Committee understand the course list, the column called “TYPE” should include codes as follows (more than one code may be used for any given course, if applicable):

- *INT* - for introductory courses—no more than 2 full courses or the equivalent below the 200-level may be counted towards the IM
- *MED* – for intermediate courses—at the 200-level or above, excluding Advanced courses and the Capstone Course
- *ADV* - for advanced courses involving in-depth research, culminating in: written work and presentation; creative work; or performance—at least one full course required
- *CAP* - for the Capstone Course
- *ALT* - for an alternative to a course listed in the grid (list an ALT course immediately after the primary course it may substitute for)

In some cases, EXCO courses are relevant to the IM, and may be listed in the course grid sheets. Since EXCO courses are not listed in the *Course Catalog*, you should include further information about the EXCO course in the Course Rationale, namely, the title, description, instructor’s name and credentials, and rationale about the appropriateness to the proposed IM.

Course Rationale

The proposal should explain the relevance of the courses in the Course Grid Sheets to the major. This rationale should categorize the courses as appropriate: that is, rather than following the chronological listing of the grid sheets, you should list courses by theme. In many cases, that involves discussing the courses by department, listing, for example, all the English courses, from introductory through advanced, and explaining the function of each in the major. In other cases, it may be helpful to use your own categories of theme to organize this list (an IM dealing with issues of education, for example, might use a category of courses directly referencing education even though Oberlin has currently no education department or program). The course rationale normally gives only a few lines to each course, and does not need to reproduce the course catalog description in most cases.

Capstone Course Description

The Capstone Course will form the culminating element of the IM in the senior year. Its focus is the specific theme of the major. It should provide an integrated overview of the different components of the major and the interdisciplinary field defined by the major.

In most cases, the Capstone Course will be a Private Reading, but a seminar or other advanced course may in some cases serve this purpose, especially if you and the instructor agree that your work for that seminar could be directed towards the field of the IM.

You should discuss the Capstone Course with the instructor and agree on a description of the material to be covered in the course. If the instructor for the Capstone Course is not one of your IM advisors, ask him/her to send an email approval of the Capstone Course Description to the chair of the IM Committee.

Advisors' Recommendations

You should review the written IM proposal with both faculty advisors and obtain their approval before submitting it to the IM committee. Furthermore, you should make sure that both advisors complete the Recommendation of Advisor form, which they should send electronically to the chair of the IM Committee. (Advisor signatures will not be required because of the electronic submission.)

Submitting the IM Proposal

Submit all IM materials to the chair of the IM Committee. The IM proposal cover sheet should be hand-signed by you and your two IM advisors, therefore it should be submitted as a hard copy. The accompanying materials (primary rationale, course rationale, course grid sheets and Capstone Course description) should be forwarded as email attachments. You should also make sure that the two advisors have forwarded their recommendations to the chair of the IM Committee, as the proposal cannot be considered without them.

You will be notified by letter from the chair of the IM Committee soon after the meeting. If the proposal is not accepted, the chair will outline problems and concerns as identified by the Committee, and will send the advisors copies of this letter. You should be aware that few proposals are accepted as first submitted. In most cases, the Committee hopes that if your proposal is not accepted, you will meet your advisors, consider the feedback of the Committee, and revise the proposal for resubmission.

IMPLEMENTING THE INDIVIDUAL MAJOR

When a proposal is approved, you need to fill out the standard Declaration of Major Form (available in the Academic Advising Resource Center/Registrar) and submit it to the chair of the IM Committee for a signature as "Department Chair" and to

each of your faculty advisors for signatures as “Advisors.” Both advisors will then be considered by the college as your academic advisors and will receive RAP numbers, grade reports, and other advising materials about you.

The approved proposals, as well as this Declaration of Major form, will be kept by the Registrar. The IM becomes, therefore, a contract by which the Registrar will certify the successful completion of the IM when the course work has been completed.

Minor Changes

The IM committee recognizes that some changes in the course work proposed may be necessary as you implement the major. Faculty may go on leave, courses may not be offered as planned, or the very nature of the major may need to be revised. It cannot be stressed too strongly that such changes must be approved in advance.

Minor changes are construed as additions of courses, substitution or deletion of a course; or change in the semester in which a course is to be taken. As long as such changes do not affect the general plan of the IM, minor changes are to be discussed between you and your advisors. If your advisors approve, they sign a Minor Course Change Form and you submit it to the chair of the IM Committee to be considered and forwarded to the Registrar. The Minor Change Course Form should include a revised grid sheet for the semester(s) in which the change(s) will occur.

Extensive Changes

Extensive changes are those affecting the title, rationale, Capstone Course, or changes in a number of courses. If you are proposing extensive changes, consult with your advisors and submit a description of and rationale for proposed changes to the chair of the IM Committee. Your advisors must e-mail their approval to the chair. If you have any doubt about whether a proposed change qualifies as extensive, consult with the IM Committee chair.

Honors in the IM

Honors in the IM may be proposed after the IM proposal has been approved, during the junior year, providing the deadline noted below is met.

Requirements for Honors

- Minimum average of B+ (3.33) in courses that count towards the IM
- Completed Honors Proposal outlining the Honors Project to be undertaken over a period of two semesters (generally in the senior year), in one full course each semester. The research and final product must be directed by at least one of the advisors for the major. The proposal is to be submitted to the chair of the IM by the deadline for the April meeting during the junior year, or by the deadline for the November meeting if the Honors work is to begin in the spring semester.
- A completed Honors Proposal will have the following elements: A 5-7 page proposal containing a 250-word abstract, a full description of the project and the resources to be used in working on the project, the nature and scope of the final

product (thesis, creative work or performance), bibliography as appropriate, and recommendations from both advisors.

- If approved, the advisors will assemble a committee to evaluate the Honors work, made up of themselves and at least two additional faculty members from fields related to the work of the project.
- The determination of recommended level of Honors should be made by the Honors committee on the basis of a comprehensive exam (oral or written) to be administered by the advisors, the quality of the project itself, and the student gpa in the major (following college guidelines).
- The advisors will inform the IM committee chair of the grades earned in the two semester Honors courses, the recommended level of Honors (No Honors—Honors courses will convert to private reading courses; Honors; High Honors; and Highest Honors). The chair will seek approval of the recommendation from the IM committee, and inform the College Honors committee of the final recommended level.
- At the time of application for Honors, a student may petition to have the Honors courses replace the Capstone course for the IM.
- The application for Honors should be supported by recommendations from both advisors for the major.

THE INDIVIDUAL MAJOR: STUDENT TIPS AND TIMETABLE

- Plan early: don't put off planning and submitting an IM proposal because you're not totally sure of what you're doing. Almost everybody changes their original proposal somewhat. Get started in your sophomore year.
- Advisors:
 - ✓ Choose advisors who are familiar with the IM process if you can (people who have been on the Committee, or have advised other IM students). If that won't work, learn about the IM yourself and make sure your advisors have the same materials and knowledge.
 - ✓ If you like working with someone, ask them to be your advisor. No single person will fit exactly your needs.
 - ✓ Remind your advisors to turn in recommendations when they are due.
 - ✓ Ask your advisors specifically about the strengths and weaknesses of written drafts for your proposal and their recommendations about how to make it better. Address these concerns before submitting your proposal.

- Please note that the entire process, from beginning through committee approval, may take many weeks. Developing a specific calendar of deadlines is an important first step.

Sophomore year — planning and proposing the IM:

- Shape your ideas for an IM and consult with the IM Committee chair.
- Find advisors and work with them to give the proposal initial shape—title, rationale, course list, Capstone Course.
- Draft your proposal and discuss the draft with both advisors. After revising your proposal in light of the feedback you receive from your advisors, discuss the revised draft with the chair of the IM Committee.
- Prepare a final version of the proposal, get advisors' approval, and submit it to the IM Committee chair (**Deadline:** normally, the end of the second semester of sophomore year, and no later than early in the first semester of the junior year. IM proposals must be *approved* prior to the end of the first semester of the junior year). **The Committee will consider only complete proposals, including advisor recommendations, submitted to the Committee chair at least one week before the meeting.**
- Advisors email their recommendations to the IM Committee chair.
- The IM Committee discusses the proposal, approves it or suggests changes.
- If necessary, you revise and resubmit your proposal.

Junior Year — implementing the IM:

- Begin the bulk of the IM coursework.
- Maintain regular contact with your advisors, especially at registration times.
- Propose minor or extensive course changes, if necessary.
- Propose an Honors program, if appropriate.
- At registration for the first semester of senior year, meet with your advisors to review progress, consider changes, and discuss the Capstone Course.

Senior Year — finishing the IM:

- Finish the IM coursework.

Near the end of your senior year, the Registrar will check your transcript against the IM proposal and will certify completion of the IM. The title of your Individual Major is recorded on your official transcript. Congratulations!