

Form A = Cover Sheet (hard copy) – submit to chair of IM Committee, Cox 101, Office of the Dean of Arts and Sciences

Form B = Primary Rationale, Course Grid Sheet, Course Rationale, Capstone Course Description (emailed)

Form C = Advisors recommendations (emailed by Advisors)

## INDIVIDUAL MAJOR PROPOSAL COVER SHEET – A

*NOTE: Form A should be submitted to the Chair of the IM Committee as a hard copy. It should be hand-signed by you and your two IM advisors. All the other required forms should be submitted as email attachments. If the IM is approved, the set of forms you have submitted will be considered an official contract between you and Oberlin College. You will be expected to abide by this contract in completing your IM; any changes you may want to make to your IM will have to be approved by the IM Committee. The Registrar will use the same contract to certify the successful completion of the IM before you can graduate.*

### PLEASE FILL IN THIS INFORMATION ABOUT YOURSELF:

Your Name \_\_\_\_\_ T# \_\_\_\_\_

Current Class (check one)     1<sup>st</sup> sem. SO     2<sup>nd</sup> sem. SO     1<sup>st</sup> sem. JR

*Please note that first years and seniors are not expected to propose individual majors.*

Expected Graduation Date (MO/YR) \_\_\_\_\_ OCMR # \_\_\_\_\_

Oberlin Campus Phone # \_\_\_\_\_ Email Address \_\_\_\_\_@oberlin.edu

### PLEASE LIST ANY MAJOR(S) AND/OR MINOR(S) YOU HAVE DECLARED:

IF YOUR IM IS APPROVED, CIRCLE MAJOR/MINOR ABOVE YOU WILL CONTINUE.

### PLEASE WRITE THE TITLE OF YOUR INDIVIDUAL MAJOR PROPOSAL:

*Please note that once approved, your individual major will be available to be read by other students upon request.*

### PLEASE CHECK THE MATERIALS YOU HAVE SENT AS EMAIL ATTACHMENTS:

Primary Rationale                       Course Rationale  
 Course Grid Sheets for each semester     Capstone Course Description

PLEASE LIST THE TWO FACULTY ADVISORS WITH WHOM YOU HAVE DISCUSSED YOUR IM PROPOSAL. *Their signatures on this page indicate that they discussed your proposal with you and have read the version presented to the Committee.*

Advisor's Name \_\_\_\_\_ Dept./Prog. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Name \_\_\_\_\_ Dept./Prog. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### PLEASE SIGN AND DATE THIS FORM:

Signature \_\_\_\_\_ Date \_\_\_\_\_

# **INDIVIDUAL MAJOR PROPOSAL PRIMARY RATIONALE – B-1**

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*NOTE: This form should be submitted to the Chair of the IM Committee as an email attachment from your Oberlin College email account. Please follow the instructions below when completing this form.*

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**Your Name:**

**T#:**

**TITLE OF INDIVIDUAL MAJOR PROPOSAL:**

## **INSTRUCTIONS:**

- *Write the rationale as an essay. Expand on and explain the IM title. Define the academic field of the proposed IM. The first paragraph of the essay must be an abstract i.e., a concise summary of what follows. Indicate the focus, direction and the purpose of the IM.*
  - *Do not exceed 750 words. Essay must be double-spaced in a 12-point font.*
  - *Make sure you use this page as the first page of your rationale.*
  - *See further instructions in the IM Handbook.*
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# INDIVIDUAL MAJOR PROPOSAL COURSE GRID SHEETS – B-2

*NOTE: THIS FORM SHOULD BE SUBMITTED TO THE CHAIR OF THE IM COMMITTEE AS AN EMAIL ATTACHMENT FROM YOUR OBERLIN COLLEGE EMAIL ACCOUNT. PLEASE FOLLOW THE INSTRUCTIONS BELOW WHEN COMPLETING THIS FORM.*

**Your Name:**

**T#:**

**TITLE OF INDIVIDUAL MAJOR PROPOSAL:**

**INSTRUCTIONS:**

1. *The grid sheets must represent course work in the individual major that has already been done, as well as course work that is to be completed between the moment the major is approved and your graduation.*

***PLEASE NOTE THAT ALL ACADEMIC COURSES ARE TO BE IDENTIFIED AS FULL COURSE (FC) OR HALF COURSE (HC), AND THAT “FULL COURSE OR THE EQUIVALENT” INDICATES THAT FULL AND HALF COURSES, WITH TWO HALF COURSES EQUALING ONE FULL COURSE, MAY BE COUNTED.***

2. *In the “TYPE” column, please type:*
  - *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)*
3. *In the “OFF CAMPUS” column, please provide the name of the institution and program where courses were or will be taken.*
4. *If more or fewer semesters are needed, please add or delete grids as necessary.*
5. *You may change the row height and/or the column width if necessary to fit the information you have to include.*

**Course work already completed or currently being enrolled in  
(in transcript order):**

Type	Off Campus	Department/ Program	Course #	FC or HC	Course Title	Instructor

**Total Number of Full Courses or the equivalent: \_\_\_\_\_**

**Future semester I course work:**

Type	Off Campus	Department/ Program	Course #	FC or HC	Course Title	Instructor

**Total Number of Full Courses or the equivalent:** \_\_\_\_\_

**Future semester II course work:**

Type	Off Campus	Department/ Program	Course #	FC or HC	Course Title	Instructor

**Total Number of Full Courses or the equivalent:** \_\_\_\_\_

**Future semester III course work:**

Type	Off Campus	Department/ Program	Course #	FC or HC	Course Title	Instructor

**Total Number of Full Courses or the equivalent:** \_\_\_\_\_

**Future semester IV course work:**

Type	Off Campus	Department/ Program	Course #	FC or HC	Course Title	Instructor

**Total Number of Full Courses or the equivalent:** \_\_\_\_\_

**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.

**TOTAL NUMBER OF FULL COURSES OR THE EQUIVALENT FOR THE INDIVIDUAL MAJOR—MUST BE AT LEAST 10 FULL COURSES OR THE EQUIVALENT** \_\_\_\_\_

**INTRODUCTORY COURSES—BELOW THE 200-LEVEL—NO MORE THAN 2 FULL COURSES OR THE EQUIVALENT**

FC or HC	Dept /Course #	Course Title

\* Two half courses equal one full course.

**INTERMEDIATE COURSES—200-LEVEL OR ABOVE, EXCLUDING ADVANCED COURSES AND THE CAPSTONE COURSE**

FC or HC	Dept /Course #	Course Title

**ADVANCED COURSES, INVOLVING IN-DEPTH RESEARCH CULMINATING IN: WRITTEN WORK AND PRESENTATION; CREATIVE WORK; OR PERFORMANCE—MINIMUM OF 1 FULL COURSE**

FC or HC	Dept /Course #	Course Title

**CAPSTONE COURSE \_\_\_\_\_ ONE FULL COURSE**

**NUMBER OF COURSES IN PROPOSAL NOT YET EARNED—MUST BE AT LEAST 4 FULL COURSES OR THE EQUIVALENT**

FC or HC	Dept /Course #	Course Title

**DEPARTMENT/PROGRAM WITH MOST FULL COURSES OR THE EQUIVALENT AND NUMBER OF FULL COURSES OR THE EQUIVALENT—NO MORE THAN 2/3 OF TOTAL COURSEWORK FOR THE MAJOR AS DETERMINED BY COURSE PREFIX**

FC or HC	Department/Program

**IF CONTINUING IN ANOTHER MAJOR, NUMBER OF THE INDIVIDUAL MAJOR FULL COURSES OR THE EQUIVALENT THAT COUNT TOWARDS OTHER MAJOR—NO MORE THAN 5 FULL COURSES OR THE EQUIVALENT: \_\_\_\_\_**

**NUMBER OF FULL COURSES OR THE EQUIVALENT TAKEN OFF-CAMPUS—NO MORE THAN 1/3 OF TOTAL COURSEWORK FOR THE MAJOR, INCLUDING STUDY AWAY :**

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## **INDIVIDUAL MAJOR PROPOSAL COURSE RATIONALE – B-3**

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*NOTE: This form should be submitted to the Chair of the IM Committee as an email attachment from your Oberlin College email account. Please follow the instructions below when completing this form.*

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**Your Name:**

**T#:**

**TITLE OF INDIVIDUAL MAJOR PROPOSAL:**

### **INSTRUCTIONS:**

- *Group the courses listed in the Course Grid Sheets by topic or department (for example, you can categorize them from introductory through advanced).*
  - *Briefly explain the function of each course in the Individual Major you are proposing.*
  - *Do not reproduce the entire Course Catalog description of each course, unless it is absolutely necessary in order to show its relevance to the IM proposal.*
  - *Make sure you use this page as the first page of your rationale.*
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# INDIVIDUAL MAJOR PROPOSAL CAPSTONE COURSE DESCRIPTION – B-4

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*NOTE: This form should be submitted to the Chair of the IM Committee as an email attachment from your Oberlin College email account. If the instructor of the Capstone Course is not one of your IM advisors, please ask him/her to send an email approval of this Capstone Course Description to the Chair of the IM Committee. Please follow the instructions below when completing this form.*

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**Your Name:**

**T#:**

**TITLE OF INDIVIDUAL MAJOR PROPOSAL:**

## **INSTRUCTIONS:**

- *You must identify one course as the Capstone Course of your Individual Major. It will form the capstone of the IM in your senior year.*
  - *The focus of the Capstone Course should be the specific theme of the major. It should provide an integrated overview of the different components of the IM and the interdisciplinary field defined by the IM.*
  - *The Capstone Course is usually a Private Reading, although a seminar or other type of advanced-level course may in some cases serve the purpose of a Capstone Course.*
  - *Discuss the Capstone Course with the instructor, agree on a description of the material to be covered in the course, and obtain the instructor's approval before submitting this form.*
  - *Make sure you use this page as the first page of your Capstone Course Description.*
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