To: Prospective Faculty Supervisors of Applicants for an Individualized Major

Thank you for agreeing to supervise a student pursuing an Individualized Major. You will play a vital role in the IMP student’s undergraduate experience. Materials describing the IMP and forms are available at [http://liberalarts.iupui.edu/studentaffairs/individualmajor.html](http://liberalarts.iupui.edu/studentaffairs/individualmajor.html)

Here is a brief summary of your most crucial responsibilities:

1) Serve as the instructor for the one-credit S/F course SLA-I 360 Individualized Major Plan, assisting the student in preparing a proposal for the proposed major and admission to the IMP. This proposal will present a plan of study, including courses to be taken and a justification for the proposed major. The form is available on the IMP website.

2) Typically you will attend the student’s interview for admission and senior review.

3) Serve as the student’s advisor, helping every term with course selection and performing regular assessments of progress toward graduation.

4) Normally you should direct the student’s Senior Project, I460, a variable credit tutorial (3 to 6 hours) preferably taken as a two-semester capstone course near the end of the student’s study. In some situations you may prefer to enlist the aid of other faculty members and even delegate primary responsibility, but should expect to retain a major role.

5) If you are granted a leave while the student is working towards the major, you should help find another member of the faculty to assume your responsibilities in your absence or be willing to perform them yourself, by e-mail if necessary.

You should expect to work closely with the Director of the Individualized Major Program and the members of the Program’s faculty committee, who will provide assistance and guidance, and keep them apprised of the student’s progress each semester.

I agree to supervise ___________________________________________ in the proposed student’s name

Individualized Major: ____________________________________________

____________________________________________________________________________

Student’s e-mail ___________________________ Student ID: ____________

Name _______________________________ Signature ____________________________

Department ___________________ Office ________________ Empl ID _____________

Phone ________________ e-mail ___________________ Date ________________

Please return this form to the Office of Student Affairs, CA401, retaining a copy for your records. This form includes information essential to scheduling a section of I 360. Please direct all questions to R. Sutton 274-2497. 2/05