

**GUIDELINES FOR FACULTY
ADVISING INTERDISCIPLINARY STUDIES (IDS) STUDENTS**

I. Discuss with the potential advisee his/her goals for the IDS major

- a. What are the areas the student wishes to combine into the IDS major?
- b. For which potential emphasis is the advisee seeking advice from you?
- c. How many hours did the student wish to include from this emphasis in particular?
- d. Which courses would best represent the preparation most appropriate for these goals?
- e. What courses, if any, has the student already completed towards this goal?
- f. *If you are not comfortable serving as an advisor, can you refer the student to another colleague?*
- g. Are there any accreditation issues that would prevent the student from selecting this area?

II. Finalize the area of emphasis

- a. Will the total hours in this emphasis fit with those selected for the other chosen areas?
- b. Have pre-requisites for the selected courses been included in the emphasis or the electives?
- c. Do these courses accurately reflect the personal and professional goals of the student?
- d. Does this selection of courses accurately represent the department from which they came?
- e. Have you discussed course offerings and rotations within the department with the student?
- f. Are the courses in this area of emphasis distinguishable from the other areas proposed?
- g. Is the proposed title for this area of emphasis appropriate for the courses within it?

III. Complete the section for the emphasis which you are giving approval

- a. Has the form been completed in pen or typed – and any corrections initialed by both parties?
- b. Has the student agreed to the proposed list of courses?
- c. Have you agreed to and signed the proposed list of courses?
- d. If you are the final faculty signature, does the plan include at least 120 degree hours?

IV. Provide contact information for your new advisee

- a. Does the ID advisee have your phone/email to obtain his/her alternate PIN and in case of a need to change part of the IDS plan due to course rotation or other conflicts?
- b. Have you made yourself a photocopy of the approved plan of study for future reference?

V. Revisions to the plan

- a. Does the proposed revision fit with the student's goals?
- b. Will the student still have at least 120 degree hours included in the plan?
- c. Will the student still have at least 30 hours (39 as of FA08 catalog or later) of 300-599 senior level courses?
- d. Will the student still have 12-30 hours in this area of emphasis after the proposed change?
- e. Will the student still have a minimum of 48 hours total within the areas of emphasis?
- f. Will the change still fit within the 30 hour maximum under the Harrison College of Business?