August 20, 2018

**Interdisciplinary Major Program (IMP) with a Pathway in Arts Administration**

**Requirements and Guidelines**

Rising third year students with superior academic performance are encouraged to apply to the (Arts Administration) Interdisciplinary Distinguished Majors Program. The Distinguished Majors Program requires students to compose an original thesis. This thesis may take the form of a research paper or creative/artistic project. The thesis will require research and close consultation with three faculty members from the departments making up your interdisciplinary major.

The **requirements for admission** to the IMP are:

1. Admission to the interdisciplinary major (per the approval of Dean Shawn Lyons)
	1. Satisfaction of all College requirements as stated in the Record with a GPA of at least 3.4 in all university courses;
2. Agreement by a three-member faculty committee to supervise the major.

To apply, the student must submit their interdisciplinary major application by the **end of the fall semester of the student’s 3rd year**; but earlier application is strongly encouraged. (The process of studying in an interdisciplinary way is enhanced and enriched over a longer duration.) This application entails a description of the idea of the work the student would like to pursue, a list of the courses that will be included in the major, and the names and signatures of three faculty members (one from each department represented within the major). Dean Shawn Lyons will evaluate the applications and applicants will be notified of their approval. Please know that a Distinguished Major Project (DMP) in 4th Year is required of all IMP / Arts admin students.

Please note that all Theses require a minimum of 40 written pages. DMPs typically fall into 3 broad research category types:

* Research-based written thesis: (Examples: a study of the effects of the 2008 recession on regional theaters; an analysis of film ratings on Rotten Tomatoes review-aggregation website; an discussion of the varying media depictions of three sexual assault cases)
* Arts-based thesis / project: (create and produce a music festival, a dance piece, a film, an art exhibition, a multi-media physical environment, etc.)
* Project-based thesis / project: (administer an existing project, like 2013’s Festival of the Moving Creature)

Summarized, the three types of thesis, their contents and supporting research are:

Research-Based Arts-Based Project-Based

1) Introduction 1) Concept Statement 1) Problem Statement

2) Lit Review 2) Lit Review 2) Lit Review

3) Methodology 3) Descrip. of art work & aims 3) Project Plan

4) Proposed conclusion or 4) Research Essay 4) Assessment

 anticipated contribution

5) Timeline / mileposts 5) Justification / limitations 5) Justification / limitations

6) Bibliography 6) Bibliography 6) Conclusion

7) Other relevant materials 7) Other relevant materials 7) Bibliography

 8) Other relevant materials

The DMP process is designed to encompass two years. Once admitted, students begin to keep a log of their experiences which they will continue all through 4th Year. This ***Interdisciplinary Coursework Reflections and Analysis*** ***Log*** is to enable you to track your influences and thoughts as you travel your own creative path. It is part of the grade for IMP 4970 and is due to George Sampson by December 10th of student’s 4th year, yet strongly encouraged to be maintained until graduation. During the third year, there are no formal course requirements for the DMP, however students are expected to work on fulfilling requirements of the major and are permitted to study abroad. Students should meet at least once per semester with each of their three faculty advisors. For more detailed guidelines please see Appendix B.

Among the elective courses, ***Arts Administration strongly encourages each student to take a methods course***. Each academic discipline has its own way of working; of researching, thinking or of presenting material. As an interdisciplinary student, you will encounter more than one of these methods of working. Which will you choose - and why? Or will you select methods from more than one source and make up your own methodology - and again, why? For example, do studio art painters and anthropologists define "research" in the same way; do biologists and musicians? Will you choose between or integrate methods in some creative way? Explain your approach in your thesis if not before.

The methods course will likely not have the word "methods" in the title, but it is a course (or maybe an independent study) that provides some degree of training in the use of the research method or practice in the disciplines a student intends to use in their thesis.  Examples of methods courses include: modes of literary criticism; a statistics course for psychology; participant-observation techniques for anthropology or sociology; historiography, etc.

In consultation with their faculty advisors, students are expected to further conceptualize and develop their thesis idea into a formal proposal of 10-15 pages by the end of the spring term of the student’s 3rd year. This proposal is part of the final grade for IMP 4970. The faculty committee will meet with the student to review and approve the thesis proposal by the end of the spring term of the student’s 3rd year. One faculty advisor will agree to be the first reader (primary advisor), and another will agree to be the second reader. All three faculty advisors must agree to work closely with the student for the duration of their 4th year thesis-writing process. At this time, the faculty committee may also suggest additional supports for the student, including consultation with the Writing Center, etc.

Students in 4th Year enroll in **IMP 4970** for the fall semester and **IMP** 4971 in the spring semester (as below). During 4th Year, there are two kinds of regular meetings: group and individual. Group meetings in which each student gives updates involve all 4th Years and are designed for ARAD community-building and sharing of each other's process for all to see. We say Arts Admin is heavily about process - as is creativity generally - and these regular (usually every three weeks) meetings are a key tool by which to understand both group and individual process before students move on to a career.

Individual meetings between the student and their primary faculty advisor occur on a regular basis (usually every two weeks, depending on faculty schedule). Students should meet with their second and third advisors at least twice over the course of the fall semester. The student and advisors will develop a plan of study, research, and writing with specific deadlines for completion of tasks and goals. It is the student’s responsibility to demonstrate progress towards the designated goals.

At the end of the fall semester the student will submit a project update. **This work is due to the DMP faculty committee by December 10th of 4th Year**. This document will include:

1. Description of project
2. Literature review
3. Methodology
4. Findings to date and proposed conclusion
5. Timeline
6. Bibliography
7. Other materials if necessary

For more detailed guidelines please see Appendix C.

Students in 4th Year enroll in **IMP 4971** for the spring semester. During the spring, the student will continue to meet regularly with their three advisors. George Sampson will help monitor these meetings; either by attending or touching base with faculty colleagues as needed. The deadline for submission of the final Thesis to the three advisors can depend on when faculty can read and grade them. As a general rule, students should plan on **April 15** for turn-in day, or approximately two weeks before the end of the spring semester.

If a written research-based thesis, the final Thesis should be 40 to 50 pages. If the student is submitting an arts-based creative work or the results of a project-based activity, the project must be accompanied by a written component of at least 30 to 40 pages. This document must include a review of relevant scholarly literature along with an analysis of the context out of which the creative work or project emerges (such as a context essay, a reflection piece or a production journal; or all three if necessary). All DMP students also need to prepare an oral presentation on their work and their process, as below.

An **ARAD Thesis Showcase** is staged, typically on Monday of spring semester's full exam week. All 4th Year DMP students are expected to attend with their faculty committee members if at all possible. With Q&A, 30 minutes is allocated for each presentation of research findings and/or creative work. While technically not a graded event (ie., students do not receive a grade immediately following their presentation), the quality of each presentation is inevitably mentioned in the faculty grading / distinction level conference call which follows. Effective oral presentation is an important part of an Arts Administrator's skill set and this is your chance to share what you have done. The showcase is both academic and social. All underclass DMP students are very strongly urged to attend and invitations are extended by Arts Admin to Dean Shawn Lyons, Vice Provost for the Arts Jody Kielbasa and other VIPs, and to all Arts Admin faculty. In addition, students are encouraged to invite friends, families, significant others, etc. Snacks are provided.

Note: Students must **submit a hard copy Thesis** to each of their advisors at this time. One copy (typically George Sampson's) will become part of the ARAD archive.

Soon after the Showcase, each DMP faculty committee convenes a conference call to determine the student's DMP grade (6 credits over two semesters) and review appropriate levels of Distinction, either regular Distinction, High Distinction, Highest Distinction, or no Distinction. This recommendation for distinction will not appear in the Final Exercises program, as it requires review by the University Registrar.

A&S Registrar Judy Updike notes, “The program is printed each year on May 1st so there is no way for the printers to have the levels of Distinction for DMP students - I do not get them until around the middle of May- so the program simply lists students as DMPs without their actual level awarded. Even if we had the levels we would not put them in the program as some departments prefer to keep it a “surprise” until it is announced at the actual department ceremony – so that will never change."

Highest Distinction: Awarded to projects that demonstrate an exceptional contribution to the field of study or creative community. Often work at this level is considered of sufficient quality to be "publishable" in at least one discipline.

High Distinction: Awarded to projects that have demonstrated original thinking and research that rises above the level of strong ("A" grade) undergraduate work. Projects that receive high distinction will have a compelling and original research question, thesis, or creative problem. They will demonstrate a strong knowledge of existing research, and be imaginatively executed.

Distinction: Awarded to projects that demonstrate a high level of undergraduate achievement. Projects meriting distinction will have a compelling research agenda or creative problem, in which significant questions may remain unanswered. The literature review, research, and writing will be on a par with or stronger than typical ("A minus") level undergraduate work.

Each DMP committee determines the level of distinction through a careful consideration of the quality of the student’s completed final project, the quality of the student’s work in pursuing the project over the two semesters, and the quality of the showcase presentation. Students are reminded to maintain at least a 3.4 GPA in the major. For further details of the final weeks of undergraduate life, consult the document:

"What to expect at the conclusion of your 4th Year" (distributed in 4th Year).

**List of Appendices:**

**Appendix A: Process Outline**

**Appendix B: Interdisciplinary Coursework Reflections and Analysis Log**

**Appendix C: Proposal Guidelines and Thesis Specifications**

**Appendix D: Proposal Presentation Guidelines**

**Appendix A:**

**Process Outline**

1. Pre-Application Process
	1. Student expresses interest in the Interdisciplinary Major with a Pathway in Art Administration, and meets with George Sampson
	2. With continued student interest and upon request, George Sampson sends 3 documents to the student: Intro Letter, “What is a Thesis,” Guidelines and Requirements
	3. Student should also meet with a current major and, by skype or phone with Lindsey Hepler
	4. Student works on draft(s) of Application, in consultation with George Sampson, Lindsey Hepler and other advisers as needed
2. Interdisciplinary Major Program (IMP) Application – ***Must be by end of fall semester of student’s 3rd Year - (strongly suggested as soon as possible in 2nd Year)***
	1. Initial concept of 3 disciplines and thesis proposal
	2. Selection of three faculty advisors to form IMP Committee
	3. Proposed Course list
3. Acceptance into the Interdisciplinary IMP Program by Dean Shawn Lyons – ***usually within 2 weeks of applying and no later than January 15th of student’s 3rd Year***
4. George Sampson sends Orientation Package to each accepted student and student begins her/his Interdisciplinary Coursework Reflections & Analysis Log
5. Winter of 3rd Year, student names the DMP Committee (may or may not be same faculty as the IMP Committee) to guide through 4th Year - names submitted to Shawn Lyons
6. In advance of Spring Reading Day, write a 2-page Thesis Proposal Update, to be shared with your fellow 3rd Years in advance of Sampson's 3rd Year gathering (see below).
7. The 3rd Year majors meet (typically at George Sampson's house) and help host a reception for the graduating 4th Years at end of Spring Semester.
8. Read the Interdisciplinary Arts Administration Distinguished Major Summer Reading Packet – ***during summer between the student’s 3rd and 4th year***
9. Early fall of 4th Year, class meets for Fall Seminar on the DMP process and goals - sets up semester's meetings with DMP Committee
10. Student continues the Interdisciplinary Coursework Reflections & Analysis Log – *interim checks/discussion each semester.*
11. Student enrolls in IMP 4970 ***– fall semester of the student’s 4th year***
	1. Student is expected to meet 2x per month with primary advisor, at least 2x per semester with other two advisors
	2. Student submits the final Interdisciplinary Coursework Reflections and Analysis Log – ***Due to George Sampson by December 10th of student’s 4th Year, encouraged to continue through spring.***
	3. Submit the final Project Update. ***This work is due to the DMP faculty committee by December 10th of 4th Year****.*
12. Student enrolls in IMP 4971 ***– spring semester of the student’s 4th year***
	1. Student is expected to meet 2x per month with primary advisor, at least 2x per semester with other two advisors
	2. Submit final project/paper – ***due by mid-April of the student’s 4th year***
13. Present your project at the Interdisciplinary Arts Administration Thesis Showcase – ***during Exam week of the student’s 4th year Spring Term***
14. Submit final version of Thesis to George Sampson for the ARAD Archive