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 (if you are the PRIMARY advisor) 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 39 credit hours 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?