



## PROPOSAL CHECKLIST

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### *Concentration:*

- Construct the name of your concentration. It should be a short phrase that captures the essence of your focus and combination of courses.

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### *Personal Background:*

- Link to field of study.
- Describe related work history and/or internships.
- Explain your motivation for developing in this field.

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### *Field of Study:*

- Identify degree programs at other universities that are similar to what you are developing.
- Use Occupational Outlook from the Bureau of Labor Statistics to identify job outlook; qualifications and training associated with your program; skills, knowledge, and understandings needed for your profession.
- Describe the field in terms of the 'disciplines' you are including in your program.

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### *Justification and Overview of Courses:*

- Identify disciplines and specific courses.
- Show how what you will learn from this collection of courses will relate to your field of study.
- Explain why existing major, minor combinations are not appropriate for what you wish to pursue.
- Make a clear, direct link between your objectives and the courses.
- **If you are planning on applying to graduate school, show how your courses meet the requirements for entrance into graduate programs in your field of study.**

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### *Senior Project:*

- Describe how your senior project integrates and synthesizes the courses in your concentration.
- If you are planning to do an internship, give some concrete example of where you might do the internship, people you have contacted and what you will be doing.
- Describe the 'product' that will be the result of your project: a paper, a CD, a portfolio, a research project.
- Describe how your project will be evaluated and by whom.

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### *Curriculum Sheet summarizing your program of study:*

- This curriculum sheet will serve as your program 'advising sheet' helping you and your advisor chart your progress.