

MARLBORO COLLEGE

THE FINAL PLAN APPLICATION: Guidelines for students

DUE DATE: Two semesters prior to your expected date of Plan completion, usually by the end of the second semester of your junior year. The deadline is posted on the Academic Calendar (for Spring 2010 the deadline is 4:00 PM, April 28).

CREDIT AND RESIDENCY REQUIREMENTS: You need a minimum of 120 credits to graduate. Of these 120, at least 50 must be on Plan. (You may earn more than 50 on Plan, but you must earn a minimum of 50.) **Up to 8 credits earned during your freshman and sophomore years may be applied toward your Plan.**

If your Plan sponsor considers it essential, you may work away from Marlboro during your junior or senior year (e.g., an internship, study abroad program, etc.). **You are required to register as a full-time student for your final senior semester.**

FILLING OUT THE FORM: Consult with your Plan Sponsor(s) as you go through the process of filling out your Final Plan Application and use the explanations of the numbered sections (see below) to help you. It is helpful to do a draft in pencil first. If you have technical questions, consult the **College Handbook** (online) or see the Director of Advising, WSP Director or Associate Director (if you are a WSP student), and/or the Dean of Faculty, as appropriate.

APPROVAL: After you have completed the application, obtain signatures of approval from your sponsor(s) and the WSP Director (if appropriate) and submit the form to the Registrar's office. Once the Dean of Faculty has approved your Plan application, she will return the application to the Registrar. The Registrar's Office will input the information into the student database and will provide copies of both the original application and the computer version to you and your Plan sponsor(s). The Registrar's Office then distributes a copy of the application to all faculty two weeks prior to the next faculty meeting. The faculty have an opportunity to comment on Plan proposals during this time.

EXPLANATION OF THE NUMBERED SECTIONS OF THE APPLICATION

1. **FACULTY SPONSOR:** The faculty member named first is the Primary Plan Sponsor of record for administrative purposes. It is appropriate to have a Co-Sponsor only if another faculty member makes major contributions to the Plan. It is also recommended that the sponsors match the degree fields, that is, your Primary Plan Sponsor should oversee the degree field that appears first in all capital letters. Faculty who are not sponsors or co-sponsors should be asked to be part of the Committee for the oral examination, especially if you have only one Plan Sponsor (see #8).

2. **DEGREE FIELDS:** Fields must be selected from the degree fields approved by the Faculty and should be written on your application in ALL CAPS. These fields, from the liberal arts, are listed below. The degree field may be followed by descriptive specializations in lower-case letters (e.g. ART HISTORY/Renaissance Painting; BIOLOGY/Ornithology; HISTORY & LITERATURE/Shakespeare; CERAMICS/Chemistry).

AMERICAN STUDIES	CLASSICS	LANGUAGES	POLITICS
ANTHROPOLOGY	COMPUTER SCIENCE	LITERATURE	PSYCHOLOGY
ART HISTORY	CULTURAL HISTORY	MATHEMATICS	RELIGION
ASIAN STUDIES	DANCE	MUSIC	SCULPTURE
ASTRONOMY	ECONOMICS	PAINTING	SOCIOLOGY
BIOCHEMISTRY	ENVIRONMENTAL STUDIES	PHILOSOPHY	THEATER
BIOLOGY	FILM/VIDEO STUDIES	PHOTOGRAPHY	VISUAL ARTS
CERAMICS	HISTORY	PHYSICS	WRITING
CHEMISTRY			

Students in the World Studies Program may also undertake a Plan in DEVELOPMENT STUDIES. Students may propose a degree in LIBERAL STUDIES with an interdisciplinary concentration (for example, Gender Studies, Medieval Studies, Visual Studies, Latin American Studies, Science and Technology Studies, Organizational Studies) provided they demonstrate: that existing degree fields do not adequately meet their academic areas of interest; that there is a body of scholarship that provides a suitable foundation for their academic work; and that the student has acquired an appropriate methodological and theoretical background.

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3. **SUMMARY OF PLAN:** The Plan is a coherent program of study that may have multi-disciplinary components. A **Plan Summary** is a statement about the areas–topics and/or theoretical issues–you want to focus on and the objectives you have formulated; it is not a list of the work that will be submitted for evaluation.

4. **WORK TO BE EVALUATED AND PROPORTIONAL WEIGHTS:** All work on Plan is subject to final evaluation. Percentages should be roughly consistent with the time spent on each element. **NOTE:** At least one element must consist of formal written prose and must comprise at least 20% of the weighting.

a. **Plan work prepared under faculty guidance:**

i. **PLAN PROJECT:** Permission of the Dean of Faculty is required if the percentage total for all elements of the Plan project is larger than 50%. A percentage total above 75% is not permitted. If your Plan project consists of distinct parts, you may list them individually. No more than 120 spaces may be used to describe each component. Please indicate if the work is a paper, exhibit, performance, etc. These components are recorded separately on your transcript.

ii **OTHER PLAN COMPONENTS:** You should include here all other components related to your Plan Project. While this may include complementary work in another discipline, background work for your Plan Project(s) (historical, technical, etc.), or comparative work, the relationship to the main topic or question of your Plan should be very clear. Please note if the work is a paper, lecture, exhibit, etc.

b. **Examinations and other Plan work prepared independently of faculty guidance:** At least 20% of the material presented for evaluation must be in a form prepared by you without faculty assistance and be available to your outside evaluator. Such independent work or examinations normally cover the major fields or specializations of study; they may also cover areas of the Plan not addressed explicitly by the Plan project and supporting work.

5. **PRELIMINARY WORK ON PLAN:** A list of courses, internships, and tutorials taken in your junior year that are part of your Plan, totaling approximately 25 credits. This may include up to 8 credits taken prior to your Junior year.

6. **ANY OTHER WORK RELATED TO PLAN:** Non-Plan courses or work experience that is considered to be related to your Plan.

7. **FINAL YEAR WORK ON PLAN:** A list of Plan courses and tutorials you intend to take in your senior year, which will result in a minimum of 50 credits on Plan. Do not list non-Plan courses (courses that will not be part of the Plan evaluation process).

8. **ETHICAL RESEARCH GUIDELINES:** If any part of the proposed Plan work involves research with human or animal subjects students are required to review the ethical guidelines for their field and if required submit a research proposal to the Research Review Committee. Please see the Handbook section on Research Policy.

NOTE: At least one week before the oral evaluation, the outside evaluator must have copies of all exams, papers, journals, etc., which are part of the Plan. The outside evaluator should have the opportunity to evaluate all elements of the Plan and must have the opportunity to evaluate at least 90% of Plan work and all work prepared independently of faculty guidance. However, when a student teaches, performs, or gives a public lecture, the outside evaluator may not be available. Therefore, such elements with weightings of more than 10%, or which are included as independent work, must be documented in a form available to the entire community. For this reason, such elements should not be included under work done independently of faculty guidance, as at least 20% of such work must be available to the outside evaluator. Weightings for a public lecture or class teaching must be kept to 10% or less. If such elements comprise more than 10%, special arrangements must be made with the Dean of Faculty. Exceptions to this rule may be granted by the Dean of Faculty upon advice from the Curriculum Committee.