

MARLBORO COLLEGE

THE PRELIMINARY PLAN APPLICATION: Guidelines for students

The Preliminary Plan Application is your formal request for permission to embark on the first year of your Plan. It is due at the end of the second semester of your sophomore year OR at the end of the semester in which you will have earned 55 credits. **Junior transfers** may submit the Preliminary Plan Application by the end of the first semester at Marlboro. It follows completion of the Sophomore Review (see http://www.marlboro.edu/community/handbook/academic/sophomore_review/).

The purpose of the Preliminary Plan Application allows you to:

1. articulate your goals;
2. organize your work for the next two semesters; and
3. inform the faculty of your goals and plans

Due Date: The deadline is posted on the Academic Calendar (in Spring 2010 the deadline is 4:00 PM, April 28).

Before you fill out your application:

1. **Attend** the Plan Workshop for all second semester sophomores and transfers. It provides helpful information and an orientation to the process.
2. **Consult** the Plan of Concentration section of the online Handbook (http://www.marlboro.edu/community/handbook/academic/plan_of_concentration/)
3. **Obtain a copy of your courses by area** from the Registrar.
4. **If you are a WSP student**, confer with the Director of WSP to determine whether you have met the WSP requirements.
5. **Review** the courses you have taken, by area, referring to the **Degree Fields** (www.marlboro.edu/academics/) to be sure you have the foundation coursework necessary. Your Plan work should grow out of the courses you've taken and the interests you have developed.
6. **Consider** the faculty with whom you have studied. Your Plan depends on a good working relationship with a faculty member.
7. **Select** a Plan sponsor (or sponsors) according to where your interests intersect with the fields of expertise of faculty (see **Degree Fields** listed below). (Consult with your advisor or the Director of Advising if you are unsure.) **Remember:** No faculty member is obligated to sponsor a Plan and usually will not if there has been no prior classroom contact with you. However, even faculty with whom you have had little classroom contact may have useful suggestions.
8. **Discuss** your ideas with many people, including students.

The Preliminary Plan application form is available online (Offices>Registrar>Academic Forms). Paper forms are also available in the form rack outside of the Registrar's Office in Mather.

Steps to complete your Plan application

1. Prepare your Plan application in consultation with your Plan sponsor(s). Since this is a permanent record of the College, it must be legible and written in ink.

Plan statement: You will be coming up with a simple statement of your intentions. Remember, this is a preliminary Plan application. We don't expect to see a lot of specific detail. Details will emerge by the end of your junior year. "A study (exploration, examination) of _____ with a focus on _____" may suffice. **See sample statements** at Plan workshops, in the current Course Book & Plan guide, or contact the Director of Advising, Catherine O'Callaghan, at cocallag@marlboro.edu or x235).

Courses and tutorials: With your Plan sponsor(s), come up with a list of courses and tutorials for your junior year on Plan, including any classes that would fill in the needed gaps.

2. Obtain signatures from:

- Plan sponsor(s)
- WSP director, if you are a WSP student

3. Submit your form, along with your Sophomore Review, to the Registrar's office.

4. Once the Dean of Faculty has approved your Plan application (which could require further communication with you or your sponsor[s]), she will forward 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.

5. The Dean of Faculty will notify you if there are any questions about your proposal.

DEGREE FIELDS: Fields must be selected from the list below. The field may be followed by descriptive specializations; 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.