

Tips for faculty mentors on preparing the BIS Contract

The following are key points to consider when designing a contract:

Title:

- _____ Title expressed in academic language and supported through coursework.
- _____ Avoidance of “and” in title (e.g., don’t connect two majors with “and”).
- _____ Title does not duplicate existing degree at GMU.

Balance and Credits:

- _____ Concentration is “balanced” (e.g., includes enough courses in each discipline or thematic area to be meaningful).
- _____ Minimum of two disciplines.

Courses:

- _____ Include BIS 300, 390, 490, 491.
- _____ Total credits 34-46 credits.
- _____ Courses should be at the 300 and 400 level, with rare exception. No 100-level courses may be included.
- _____ Courses in concentration cannot used anywhere else in the degree (elective, general education, etc). Special rules apply to minors.
- _____ Pre-requisite courses have been identified and included in academic plan.
- _____ Up to 9 hours of transfer course work may be included.
- _____ Prospective Honors students need a methodology course.
- _____ Special topics courses are identified by title, including BIS 489.

Notes:
