

## INFORMATION FOR FACULTY AND INSTRUCTORS

### BIS ANALYTIC PAPER REQUIREMENT

All students earning the Bachelor of Individualized Studies (BIS) Degree in CLA are required to meet the BIS Analytic Paper Requirement, which is explained in the BIS Analytic Paper Requirement handout. Papers written to meet the BIS Analytic Paper Requirement should demonstrate analytic reasoning skills and writing skills equivalent to those expected in major projects required by CLA departments. However, because BIS students have three areas of concentration rather than a single major, expectations for a paper meeting the BIS Analytic Paper Requirement may be somewhat different from what is required in a BA major project, since BIS students generally do not have the same depth of knowledge in an area of concentration that a senior in that major has.

There are three ways students may meet the BIS Analytic Paper Requirement:

- by completing a paper assigned in any upper-level CLA course within the student's BIS program, provided the assignment meets all the expectations for the BIS Analytic Paper Requirement.
- by arranging with an instructor to adapt a paper assigned for a course in such a way that the paper will meet the BIS Analytic Paper Requirement (for example, by writing a paper longer than that assigned for the course or by adding a primary research component to the paper).
- by planning and completing a directed study project whose product is a paper meeting the BIS Analytic Paper Requirement.

If you agree to assist the student seeking to meet BIS Analytic Paper Requirement, your role is to participate in a two-step process. The first step is to work with the student to identify the precise nature of the paper the student will write. You should specify what, if any, course requirements the paper will fulfill. At a minimum, papers meeting the BIS Analytic Paper Requirement must be analytic in nature and no less than 2500 words long. Additional requirements are specified in the BIS Analytic Paper Requirement handout.

The second step is to evaluate the finished paper to make sure it fulfills the previously identified expectations and reflects an appropriate level of analysis and writing. You have final authority for certifying that the paper meets all specifications. If it does not, you should require revisions before verifying completion of this requirement. The BIS staff will oversee revisions, if you wish to delegate the authority for final approval. Students who wish to be cleared for a degree must have the BIS Analytic Paper Evaluation Form into the BIS office about two weeks after finals the term in which they intend to graduate.

The BIS staff rely on the expertise of CLA faculty members to insure that students meet the expectations for the BIS Analytic Paper Requirement. If you have any questions or comments regarding this process, including suggestions for improving it, please contact a BIS adviser at 612/624-8006.

Thank you very much for assisting us and our students.

#### CLA Individualized Degree Programs

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