BDIC Proposal Style Guide

Before you hand in your homework or proposal, make sure you have followed these formatting guidelines. Homework or proposals that are not formatted correctly will not be approved and will be returned without editing. Your proposal is your ticket into BDIC, so please make it count.

Formatting
Your name, section, peer advisor, and faculty sponsor should be in the header, so they appear on every page.
Your concentration title should be **bolded** and centered.
Section titles should be **bolded**. The section itself should begin on the next line and be indented.
The body should be in 12 point font, double-spaced with 1-inch margins.

[Attach Signed Cover Page]

Name
Section
Peer Advisor
Faculty Supervisor
(break)

(break)

**Concentration Title**

**Educational Goals**

At least two paragraphs about your plans for your undergraduate career.

**Experiential Background**

A paragraph or two about yourself and what brought you to create your own major.

**Continuing Aims**

A paragraph or two about your career or educational goals after graduation.

**Exceptions**

**Retroactive Classes**

**ENG327: Engineering of Proposals**

Justify retroactive classes you want to use towards your proposal.

**200-Level Classes**
PSYCH250: Psychology of Proposals

Justify any 200 level classes. (Cont. on next page)

Internships/Independent Studies/Study Abroad

BDIC396A: Independent Study

Justify your independent studies or internships or abroad/exchange plans.

Sponsor Choice

At least two paragraphs about who your sponsor is and why you chose them.

[Attach Curriculum Proposal]

[Attach Academic Contract/SOM Memo]

[Attach Unofficial Transcript]

Remember To:

Write clearly and concisely.

Capitalize Department Names.

I will be pulling from the Anthropology, Music, and Kinesiology departments.

Write out the full name, with abbreviation in parentheses, the first time it is mentioned. Use the capitalized abbreviation throughout the rest of the paper.

I love the Bachelor’s Degree in Individual Concentration (BDIC) program. This is why I’m joining BDIC.

When referring to a professor, use their official title.

Dr. John Doe

Professor John Doe

Prof. John Doe

John Doe, Ph.D.

Do Not:

Use chat speak.

i hope u accept me 2 ur dept. :)

Speak negatively about our university or anything within it (or anything, actually).

I do not want to continue my major in Shirt Manufacturing because the professors are awful and boring.

Use Sentence fragments and run-ons.

I want to pull from Art History. And Management. I want to make my major it would feel great to take my own path that’s what I want to do.