

# ACADEMIC PROCEDURES

## declaration of major

A student must declare a major upon entering IAIA. A major at IAIA is an intensive program of study which needs to be carefully planned out to be completed within four semesters for an Associate Degree or within eight semesters for a Bachelors Degree. Students are required to work closely with their advisors to plan their major area of study. If a student is unsure of his/her major area of interest, s/he may change his/her major (see Change of Major below).

## applying to the major program

In their second semester, students enroll in Freshman Seminar II for one credit. In this course, using the ePortfolio, students assemble all materials required for the application to their major field of study. Required materials include: the following:

1. Application of Major Program
2. Two Letters of Recommendation—at least one must be from a teacher, counselor or community leader.
3. Statement of Interest (one page, typed, in 12-point font) addressing the following:
  - a. Your educational and life goals, and how IAIA can help the student fulfill them;
  - b. An example of a leadership role you held in your community; and
  - c. A situation in which you had to overcome adversity.
4. A portfolio in the intended area of study.

## portfolio requirements

### Major Program: Creative Writing

- q 15 to 20 pages of samples of works from creative writing courses
- q 500-word minimum essay on why you want to be in the department

### Major Program: Indigenous Liberal Studies

- q 1,000 word essay including:
  - q What you expect to gain through participation in the Indigenous Liberal Studies Program/Native American Studies program
  - q What experience you have had as a member of or working for an Indigenous or local community
  - q What issues facing Indigenous or local communities seem most important to you

### Major Program: Museum Studies

- q Portfolio of work from MUSM110, MUSM120, MUSM130, or MUSM190 which may include research papers, im-

ages of projects completed and/or 3-5 reading critiques;

q 500-word Statement of Interest in the Museum Studies program The statement should include:

q Your current knowledge of the museum/cultural center field

q The kinds of experiences you hope will be a part of your college education

q Your reasons for choosing the Museum Studies degree program

### **Major Program: New Media Arts**

q Samples of work from NMAD112

q 500-word minimum essay on why you wish to join the department

q Moving Image majors are also required to provide a short film demonstrating ability and desire to join the Moving

Images track.

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### **Major Program: Studio Arts**

q CD with 10 digital images labeled with name, title, media and dimensions. Five works submitted must have

been created in studio arts foundation courses.

q One-page essay on why you want to study studio arts

### **change of major**

Students who wish to change their major must meet with their academic advisor and file a completed Change of Major form in the Registrar's Office.

### **double major**

Students wishing to add a second major must meet with their advisor, and complete a Double Major form and file it in the Registrar's Office. A student pursuing a double major must meet the requirements of both majors.

### **declaration of a minor**

Students wishing to declare a minor must meet with their advisor, and complete a "Minor Declaration form" and file in the Registrar's Office.

Last semester, we scheduled students to present their e-portfolios to their prospective depts. after week 8. The portfolios had to be complete by that date. I worked with them on presentation skills and we practiced in class. The students put their essays and letters of intent along with their images/documented work on the portfolio. Some of them scanned their letters, but I agree that it would be better to submit these in hard copy.