



Handbook for Interdisciplinary Programs
2008-2009

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THE HISTORY OF INTERDISCIPLINARY STUDIES PROGRAMS AND THE INTERDISCIPLINARY STUDIES OFFICE IN THE COLLEGE OF LIBERAL ARTS

History of the Interdisciplinary Studies Programs

Beginning with the creation of American Studies in 1964, Medieval Studies in 1970, through the addition of two new undergraduate minors in 2008 (Asian American Studies and Latin American and Latino Studies), the collaboration of interdisciplinary scholars and students in the College is a long-standing tradition. Each of the interdisciplinary programs was founded at a different historical moment at the instigation of various coalitions of faculty and students. Each formation was initially the product of the scholars who envisioned working together in an interdisciplinary field. Most of the programs emerged because of shared intellectual interests on the part of faculty in more than one department, and for some programs, the shared commitments and interests have sustained the momentum of program development even when resources have been limited. Faculty members of interdisciplinary programs convey enthusiasm and intellectual innovation to the students who enter their programs – at the undergraduate as well as graduate levels. Below is a listing of the current IDIS programs and their creation year.

African American Studies – early 1970s
 American Studies – 1964
 Asian Studies – 1992
 Asian American Studies – 2008
 Classical Studies – 1988
 Comparative Literature – early 1970s
 Film/Video Studies – 1973
 Italian Studies – 1993
 Jewish Studies – 1981
 Latin American and Latino Studies – 2008
 Linguistics – 1995
 Medieval and Renaissance Studies – 1970
 Peace Studies – 2006
 Philosophy & Literature Ph.D. Program – early 1970s
 Religious Studies – 1972
 Women's Studies – 1980

History of the Interdisciplinary Studies Office

In May 2003, Howard Zelaznik, then Associate Dean in the College of Liberal Arts, created an Office of Interdisciplinary Studies for the college. The IDIS programs had long been integral part to the College of Liberal Arts and the creation of an office to service their needs further enhanced their efforts. Susan Curtis, Professor of History and American Studies, was appointed to serve as the

first Director, and over the summer of 2003, Delayne Graham was hired to serve as the Secretary and Graduate Secretary for Interdisciplinary Studies. In August 2003, the office, located in 1289 Beering Hall, opened. In August 2004, Victor Raskin, Professor of English and Linguistics, assumed the duties of Interim Director of Interdisciplinary Studies while Professor Curtis was on sabbatical leave. In June 2005, Delayne Graham was promoted to Administrative Assistant for IDIS Programs and a work-study student was hired to assist her. In 2006, Professor Curtis was appointed Associate Dean for Interdisciplinary Programs and Engagement; a half-time staff member was also added to support the expanded responsibilities assigned to the office. Professor Curtis stepped down as Associate Dean on May 15, 2008. On July 1, 2008, Professor JoAnn Miller assumed the responsibilities of Associate Dean for Interdisciplinary Programs and Engagement. A full-time staff member was added in July 2008 to assist with the engagement and PLACE initiatives of the office.

The purpose of creating the Office of Interdisciplinary Studies was to provide administrative support for American Studies, Asian Studies, Classical Studies, Comparative Literature, Film Studies, Italian Studies, Linguistics, Medieval Studies, Peace Studies, Philosophy and Literature, and Religious Studies; to facilitate communication and cooperation among these programs and three other interdisciplinary studies programs in the school—African American Studies, Jewish Studies, and Women’s Studies; and to increase the visibility of interdisciplinary endeavors in the school. The Interdisciplinary studies programs together represent an academic unit with representation on the Council of Heads, with opportunities to garner resources previously available mostly to Departments, with a staff devoted to serving the needs of the programs, and with office and meeting space.

Each program has its own history and traditions, which have left their stamps. Under the auspices of the Office of Interdisciplinary Studies, each program enjoys autonomy in making decisions about curriculum, degree requirements, staffing of courses, recruitment of students, and special events and programs. The Office of Interdisciplinary Studies provides staff and administrative support to enable the programs to carry out their work more efficiently and effectively.

This handbook has been developed to help Directors of programs make full use of the resources available to interdisciplinary programs in the school. It is organized around activities typically overseen or administered by Directors and provides information about services performed in the Office of Interdisciplinary Studies. The handbook also establishes guidelines for working with the Associate Dean, Administrative Assistant, Assistant for Engagement, and Graduate Secretary for the programs.

What is in the IDIS Office, and who can use the facility?

The suite of offices located in Room 1289, Beering Hall houses the office of the Administrative Assistant, full-time secretary for engagement, and part-time secretary for IDIS, a conference room, and a storage area for the files of graduate students enrolled in American Studies, Comparative Literature, and Linguistics. In the main office are mailboxes, which are available to graduate students on fellowships and to Visiting Scholars in interdisciplinary studies, and a bulletin board, where announcements, flyers, and newsletters can be posted. The Associate Dean's office is located in BRNG 1290D.

The IDIS office resources and staff are available to assist you with all IDIS program-related business. If you need departmental or personal business accomplished, please seek other sources besides the IDIS office.

When is the IDIS Office open?

In the academic year 2008-2009, the office will be open during the following hours: 8:00 a.m. to 4:00 p.m. Monday through Friday. This includes the 12:00-1:00 pm. hour, for your convenience. Delayne Graham works from home every Friday and is available through email at dkgraham@purdue.edu. See the calendar on the IDIS website (<http://www.cla.purdue.edu/academic/idis/>) for specific dates and other availability.

Conference Room Availability

The office conference room is available upon request for meetings and thesis and dissertation defenses. Please contact the IDIS office for scheduling. The room has a table and chairs to seat between 8-10 people. A laptop and computer projection are available. Conference telephone capabilities are also available.

Mailboxes

Mailboxes for IDIS graduate students are available only during regular office hours. There is no access after 4:00 p.m. Monday through Friday and on weekends. Please contact the IDIS office to assign boxes to students in your program.

Bulletin Board

Please send all items to be posted to the IDIS office either through email or hard copy.

Program Budgets

How are Budget Allocations made?

As of 2008-2009, compensation packages vary based on the structured tier approved by the Dean in 2007 (See Appendix A). Programs carrying large balances from one fiscal year to the next may receive smaller infusions at the beginning of each fiscal year. All allocations are made shortly after July 1, the beginning of the fiscal year.

Funds used to support the IDIS office indirectly benefit the programs, as the materials purchased are used to conduct business related to program activities, to advertise program events, and to facilitate the recruitment of students.

Are other sources of funding available to IDIS programs?

One strategy from the past that has allowed programs to stretch limited funding is to invite other IDIS programs and/or Departments to co-sponsor lectures, symposia, speakers' series, or workshops. **Co-sponsorship** not only productively combines the resources of two or more academic units, but also cultivates greater interest in the event being sponsored and a spirit of collaboration that pays less tangible but nonetheless rewarding dividends.

The Associate Dean has opened a modest **IDIS gift fund** to which programs can invite faculty, students, and alumni to contribute. We also have a Purdue Research Foundation account, which will allow IDIS to take part in annual fundraising activities.

Each Spring, the College of Liberal Arts requests proposals for **Instructional Equipment and Instructional Computing**. Programs that have needs in this area should submit a proposal by the end of January to the Associate Dean, who will prioritize requests and submit them for the Dean's consideration.

Special requests can be made to the Dean and/or the Associate Dean for support of specific proposals for events or initiatives. The proposal, the likely impact of the event/initiative, an estimated total cost, and a specific request should be submitted. Such proposals will be handled on a case-by-case basis.

Special Events Sponsored by IDIS Programs

How can the IDIS office assist my program in sponsoring a special event?

Delayne Graham can post the flyer or program on your website and send electronic mass mailings to individuals if you provide the materials and names and email addresses of recipients.

The IDIS office can assist in making hotel reservations or travel arrangements for invited guests and can assist in completing forms requesting honoraria. For help with the business procedures, contact Kara Bohlinger, in the CLA Business Office.

If you need extra funding for the event, contact the Associate Dean. These extra funds are granted on a case-by-case basis. If you plan to charge a registration fee, you must work with the Conferences Office in Stewart Center.

See **Appendix B** for the Hospitality Policy for the use of program funds for special events.

Policies and Charges for Event Promotion

Design

In order to insure the best possible promotion of events, please consult with Delayne about designing programs, flyers or brochures as far in advance as possible.

Printing

The IDIS office has a color, laser printer for use in promoting special events sponsored by the programs. **Please see Appendix C for details on the printing policy and costs.**

Duplication

Duplication services are available with **48-hour** notice. Delayne will submit your requests to Printing Services, the Boiler Copy Center or the BRNG Copy Center. These charges will be billed at the rate of the service used and will be charged directly to your account.

Administering Graduate IDIS Programs

How does the IDIS office assist in the administration of graduate programs?

Delayne Graham is the Administrative Assistant for Interdisciplinary Studies programs. She is assisted by Jill Aldridge who coordinates the Comparative Literature and Linguistics programs. In that capacity, they maintain student files from application for admission to the program to graduation. They assist students who wish to register for courses, and help students complete and submit plans of study. M.A. or Ph.D. defenses are to be arranged by the student and members of his/her advisory committee, but Delayne and/or Jill complete the paperwork requesting the final examination for the degree. They also submit the proper forms requesting preliminary examinations for doctoral students. Oral examinations can be scheduled in the IDIS Conference Room if available.

It is the responsibility of the Directors of IDIS graduate programs to provide the IDIS office with an up-to-date manual that includes degree requirements so Delayne and Jill can more accurately advise students and answer questions about their programs of study.

How does the IDIS office assist my program in securing fellowships for in-coming students?

Each year, the Graduate School gives the IDIS Office an allocation of fellowships to be distributed to the graduate programs in IDIS. These fellowships may include some or all of the following:

- Bilsland Dissertation Fellowship
- Lynn Fellowships

The Associate Dean will send a request for nominations for these fellowships in early January of each year. Included in this request will be the guidelines and deadlines for submission. The nominations will be reviewed by the Associate Dean and a committee of faculty members in the College and notification will be made to the students directly and to the program chairs.

As new fellowship programs are introduced by the Graduate School, the Associate Dean will provide up-to-date information about them. Directors are encouraged to visit the Graduate School website (<http://www.gradschool.purdue.edu/funding/>) for information on and application deadlines for fellowships. See **Appendix D** for a summary of the fellowship programs available in 2008-2009.

How do I nominate a student for PRF grant?

The nominations for PRF grants for students in Interdisciplinary graduate programs are due to the IDIS office by November 15th each year. Please follow the guidelines set out by the Office of the Vice Provost for Research (<http://www.purdue.edu/research/vpr/funding/internal.html>).

Can the IDIS office assist my program in securing teaching assistantships?

Every Spring semester, the Associate Dean is required to submit a "Teaching Needs" document to the Dean's Office, in which teaching assistant allocations for each graduate program are requested. Each request must be justified in terms of a teaching need. Information about the teaching needs of your program is essential and will be included in the document, provided strong justifications can be made and provided the information reaches the Associate Dean by the end of January. There is no guarantee, however, that all requests will be granted by the Dean's office.

Undergraduate Programs

What distinguishes the undergraduate programs in IDIS from each other?

Each of the undergraduate programs that are administered through the IDIS office is classified by the tiered-structure approved by the Dean in 2007. Below is a listing of these undergraduate programs and a brief description of each. Please see Appendix A for further information on each category. You may also view the plans of study for each program in Appendix F.

IDIS Undergraduate Program I

Programs in this category have large student enrollments and/or active student organizations with planned activities. The Director oversees curricular needs of the program, organizes lecture series and other program activities, gathers information for informational brochures, and needs student assistance to supplement clerical support provided by the IDIS office.

- Film Video Studies
- Medieval and Renaissance Studies
- Religious Studies

IDIS Undergraduate Program II

Programs in this category have smaller numbers of majors and minors, require less curricular oversight (the program exists because faculty in the participating departments regularly offer courses related to the IDIS program), organize guest lectures to benefit students enrolled in courses as well as majors and minors, and plan student/faculty activities.

- Asian Studies
- Asian American Studies
- Classical Studies
- Latin American and Latino Studies

IDIS Undergraduate Program III

Programs in this category are currently less well defined as interdisciplinary programs; they are underdeveloped in some ways or are in a state of flux. These programs are more deeply embedded in a single department than other programs.

- Italian Studies - This program is largely a way of allowing FLL students to major in Italian)
- Peace Studies – This program has not yet defined a clear direction.

Course Scheduling

When must I submit course titles/instructors/days/times for scheduling?

All requests for courses must be submitted by the following dates:

- September 15 (Spring semester requests)
- November 15 (Summer semester and Maymester requests)
- February 1 (Fall semester requests)

All information must be provided including course title, course number, instructors, and day/time preferences.

If my program plans to offer a “meets with” or a team-taught course, who takes care of scheduling and room assignment?

Delayne will coordinate with the Schedule Deputies in the departments to arrange these types of courses. Room assignments generally come from the controlling department.

How can I monitor enrollments in meets-with courses?

Delayne receives enrollment reports from Space Management and Academic Scheduling. You may contact her for these enrollments.

Promoting Interdisciplinary Studies Achievements and Opportunities

How can the IDIS office help publicize and promote my program?

One of the key objectives of the IDIS office is to make visible the wide range of interdisciplinary programs, discoveries, learning opportunities, faculty and students, and endeavors present in the College of Liberal Arts. The Office will assist you in the following ways:

Website

Delayne Graham is the content manager for all IDIS websites. She will introduce new information and pages on your site – you must provide the content. All revisions to websites are made on Fridays; be sure to request changes to your site between Monday and Thursday.

Newsletter

One of the most effective tools for promoting awareness of the interdisciplinary activity in the College is the Spring newsletter. Sometime toward the end of the fall semester, you can expect to receive a request for information about students, faculty, alumni, and program activities that you would like to include in the IDIS

newsletter. Please submit information or stories (100-250 words) no later than the **end of January**. The newsletter will go to print at the beginning of March.

If you wish to feature individual students, student groups, or faculty members, please send them to BRNG 1289 so Delayne can make a digital photograph to be included in the newsletter. Photographs can also be scanned. Please send these types of photographs to Delayne along with your newsletter submission. All photographs and materials will be returned upon request.

Another way to get your information to the IDIS office is to send notices via e-mail or campus mail throughout the year; we keep a hard copy and electronic file of items that might be included in the newsletter.

Some programs have also found it useful to produce their own newsletters throughout the year. You may consult with Delayne and she will help you with the production of these newsletters. All expenses for these will be the expense of the Programs.

Letterhead and Business Card Ordering

You may download an electronic version of the letterhead that can be printed on bond paper (<http://www.cla.purdue.edu/resources/branding/>). We encourage you to use these templates.

Orders for letterhead and business cards can be made through the IDIS office, if necessary. These are placed through Printing Services and billed to your account. Please see Delayne for more information.

Selection of Directors for Programs

What is the basic appointment term for a Director of an IDIS Program?

The basic appointment term for an IDIS program director is three years. At the end of this term, a new person will be selected according to the procedure below.

What is the procedure for selecting a new Director for the program?

The preferred procedure for selecting a new director begins with nominations and self-nominations solicited by a search committee consisting of three faculty from the program and one senior faculty member not affiliated with the program. All individuals who are associate or full professors as of August 1, and affiliated with the program in question are eligible. If you nominate yourself, please include a copy of your curriculum vitae and a letter explaining your interests in the position. If you nominate someone else, please arrange for that individual to supply a curriculum vitae and a statement of interest in the position. All letters, curricula vitae and statements should be sent to Delayne Graham in BRNG 1289, where they will be available for perusal by the search committee. A deadline will be given for submissions. After the deadline has passed, each candidate for the

position will be given an opportunity to meet with faculty and students to explain his/her interest in, qualifications for, and aims in serving as Director. Ballots will be distributed after the last open forum. The search committee will recommend one candidate for the appointment, and this recommendation will be sent to the Associate Dean, who makes the appointment after a term of office and conditions for service have been agreed upon with the candidate.

Selection of Outstanding Senior in Interdisciplinary Studies

What is the procedure for selecting the outstanding Senior in IDIS?

Every year, the College identifies one student from each department and one student from among all IDIS programs as the “Outstanding Senior” who will be honored at the CLA Awards Banquet. In making the selection, we will follow this procedure:

- 1) In mid-January each year, an email requesting nominations will be sent to each program. A form will also be sent that should be completed and returned to Delayne Graham, BRNG 1289 by the due date.
- 2) Delayne compiles a list of eligible seniors in each IDIS program from the Registrar and the CLA Advising Office, and each list will be forwarded to the appropriate chair.
- 3) A group of five faculty members in CLA will be asked to consult with the Associate Dean and Administrative Assistant to select the outstanding senior.

The IDIS Office also sponsors a gathering to honor all IDIS Outstanding Senior Nominees and all IDIS Seniors with GPAs of 3.5 or higher. This event is held in April.

Equipment Available in the IDIS Office

The IDIS office has state-of-the-art equipment and software available to assist Programs in promotion and publicity. There is a color, laser printer, digital camera, copy machine and scanner. The software available includes all Microsoft 2007 (Word, Excel, PowerPoint, and Publisher) and all Adobe products.

The IDIS Office also makes available for use and check out a digital camera. You will need to complete a form in order to check out and check in this equipment. Please contact a member of the IDIS Office staff for more information.

Appendix A

Interdisciplinary Program Chairs Compensation Proposal

IDIS Graduate Program I

Programs in this category are degree-granting. Chairs oversee curriculum, graduate student recruitment and support, conference/lecture/symposium sponsorship, an annual newsletter, and program development/committee work.

- 1 course release per year
- .25 FTE Teaching or Research Assistant
- S&E for program of \$10,000
- Memorandum of Understanding with Departments that specifies percentage of responsibility to program and department (e.g. 25% for the program; 75% for the department)
- End-of-the-year Merit consideration = +1/4 of merit increase awarded by Department Head

Programs currently in this category report to the Associate Dean and the Dean for funding—they include American Studies, Comparative Literature, and Linguistics

IDIS Graduate Program II

Programs in this category are not degree-granting, but they are identified as a Field of Study by the Graduate School and are semi autonomous. Chairs oversee graduate student admissions and support, conference/lecture/symposium sponsorship, and representation of the program (IDIS newsletter items, attending national or international meetings, external review, etc.).

- 0 course release per year
- .25 fte Teaching or Research Assistant—assistant to Chair for conference and lecture planning
- S&E for program = \$6,000
- Memorandum of understanding with Department that specifies a percentage of responsibility to the program and the department (e.g. 25% for the program; 75% for the department) to recognize administrative responsibilities and contribution to the curriculum of the program
- End-of-the-year Merit consideration = +1/4 of merit increase awarded by the Department Head

Program currently in this category reports to the Associate Dean for funding. It is Philosophy and Literature.

IDIS Undergraduate Program I

Programs in this category have large student enrollments and/or active student organizations with planned activities. The Chair oversees curricular needs of the program, organizes lecture series and other program activities, gathers information for informational brochures, and needs student assistance to supplement clerical support provided by the IDIS office.

- 1 course release per year
- S&E for program = \$4,000 (from which funds for hourly wages to hire a student assistant can be drawn)
- Memorandum of understanding with Department that specifies a percentage of responsibility to the program and the department (e.g. 25% for the program; 75% for the department) to recognize administrative responsibilities and contribution to the curriculum of the program
- End-of-the-year Merit consideration = +1/4 of merit increase awarded by the Department Head

Programs currently in this category report to the Associate Dean for funding and include Religious Studies, Film and Video Studies, and Medieval and Renaissance Studies.

IDIS Undergraduate Program II

Programs in this category have smaller numbers of majors and minors, require less curricular oversight (the program exists because faculty in the participating departments regularly offer courses related to the IDIS program), organize guest lectures to benefit students enrolled in courses as well as majors and minors, and plan student/faculty activities.

- 0 course release per year
- S&E for program = \$2,500
- Memorandum of understanding with Department that specifies a percentage of responsibility to the program and the department (e.g. 25% for the program; 75% for the department) to recognize administrative responsibilities and contribution to the curriculum of the program
- End-of-the-year Merit consideration = +1/4 of merit increase awarded by the Department Head

Programs currently in this category report to the Associate Dean for funding and include Asian Studies, Asian American Studies, Classical Studies, and Latin American and Latino Studies.

IDIS Undergraduate Program III

Programs in this category are currently less well defined as interdisciplinary programs; they are underdeveloped in some ways or are in a state of flux. Both programs are more deeply embedded in a single department than the other programs.

- 0 course release per year
- Budget on a request basis

Programs currently in this category are Italian Studies (which is largely a way of allowing FLL students to major in Italian) and Peace Studies. Peace Studies has not yet defined a clear direction for the program. It is hoped that with the external review, input from alumni supporters, and involvement of new faculty members, Peace Studies will become a vital program that will move into one of the categories above.

Programs not considered

This does not consider Women's Studies, African American Studies, or Jewish Studies, because each of these programs have support systems unavailable to the other chairs. All report directly to the Dean and have administrative responsibilities either on personnel issues or related to major fundraising.

Appendix B

Hospitality Expenditure Policy II.1.1

http://www.purdue.edu/policies/pages/finances/ii_1_1_2004.pdf

PDF version

Appendix C

IDIS Office Printing Policy Effective September 2, 2008

The IDIS office has a color, laser printer for use in promoting special events sponsored by the programs. The CLA Business Office has requests that we set a policy to limit the number of copies done here in the office to prevent the excess wear on the printer and the cost of cartridges.

1. A 48-hour notice is required for all printing requests.
2. The IDIS office will provide 20 color copies.
3. Amounts over the limits set above will need to be requested from Printing Services. Complete the Form 3 Printing Services form and submit the job to Printing Services for the Program if needed.
4. **Approximate quotes** for Printing Service jobs are as follows:

Color Copies	
up to 100	.77/copy
100-500	.68/copy
Black and White Copies	
up to 100	.05/copy
100-500	.04/copy

5. A PDF file will be made of any document designed in the IDIS Office. It will be placed on your website for advertising of events and can also be emailed to CLA faculty and staff.

Appendix D

2008-09 Graduate School Fellowships/Assistantships

<http://www.gradschool.purdue.edu/funding/announcements/summary.cfm>

Appendix E**Yearly Calendar****January**

By 1/31 Submit nominations for IDIS Outstanding Senior
 By 1/31 Teaching needs due to IDIS
 By 1/31 Fellowship nominations due
 Submit items for IDIS spring newsletter

February

By 2/1 Fall course requests due to Delayne

March

By 3/1 IDIS spring newsletter to print

April

4/15 Fellowship Offer response deadline
 Outstanding Senior Reception

June**July****August**

Submit faculty and student changes for rosters to Delayne (additions and deletions)

September

By 9/1 Spring course requests due to Delayne

October**November**

By 11/15 Graduate Programs - PRF nominations due to Delayne
 By 11/15 Summer/Maymester course requests due to Delayne

Appendix F

IDIS Undergraduate Majors Plans of Study

<http://www.cla.purdue.edu/academics/programs/majors/>

IDIS Undergraduate Minors Plans of Study

<http://www.cla.purdue.edu/academics/programs/minors/>