How to submit a successful IIP Application

Prospective students need to be aware that the IIP application has to be submitted to the Graduate School by the Chair of the student’s committee. However, the student has to gather all pertinent information detailed in the checklist.

Step 1. Contact the Graduate School grad.school@umontana.edu to set up a time to meet with the Director of Interdisciplinary Graduate Programs to discuss your ideas about pursuing an IIP.

Step 2. Download the Checklist of Requirements found at http://www.umt.edu/grad/Programs/Interdisciplinary_docs/IIP%20Checklist.pdf.
As you can see, items 1, 2, 4 and 5 are to make sure you have all the documents needed for submitting your application and that you selected a chair for your committee as well as discussed your plans with the Director of Interdisciplinary Studies at the Graduate School.

Step 3. Writing a Letter of Intent (item 3 on the Checklist).
This letter introduces the applicant to the IIP Admission’s Committee and indicates how the applicant see the integrative nature of the proposed course of study as well as the reason why it could not be done with a regular PhD program from the University of Montana.

Please note that when you do the Online Application, page 6 requires that you fill in the names of the individuals writing the recommendations letters. Under the column ‘Use online recommendation?’ please select no. As an IIP applicant, you are required to give the recommendation letters to your committee.

You have the option of downloading the recommendation form from the Graduate School website at http://www.umt.edu/grad/Forms/Recommendation%20Form.pdf or just simply asking for a regular letter of recommendation. [Please remember that the Online Application is the last part of the process, right before your committee is ready to submit your application.]

Step 5. Create your IIP proposal (item 5 on the checklist).
Each IIP proposal is unique but it must have four essential components:
   a) Academic and professional goals, personal statement. This section would include descriptions about the relevancy and quality of professional work to date and potential for PhD level work as well as provide a clear indication the proposal is for a truly integrative PhD that cannot be constructed using an existing UM doctoral program.
   b) Relevant Research Plan with, at minimum, PhD level research questions. This section should include a statement of research problem(s) and a relevant, detailed research plan that clearly describes the methodology and approach that will be used to address the research problem(s).
   c) Curriculum Plan that includes proposed courses of study, brief description of these courses and their relevancy to the IIP.
   d) Assessment Plan that includes details for how the student’s progress in the IIP will be assessed. This section should also include details about the format and protocol of the students’ Comprehensive Exam. Please include a timeline for the IIP which would include the courses, assessment, comprehensive exam and final defense dates, various stages of the dissertation research plan, and deliverables (i.e., manuscripts, books, presentations, final dissertation, etc.).

Before you review the successful applications, here are some of the issues found by the IIP Admission’s Committee in the last 2 years that led to denials:
• Academic and Professional goals were not explained fully, flushing out their nuances and how the different areas of study would come together through the courses found in the University of Montana catalog.
• Research Problem(s) and plan did not provide a rationale and/or the beginning of a methodology to be employed.
• Skills and competencies were not explained in conjunction with the proposed curriculum, i.e., how would those skills and competencies be attained through the program.
• Curriculum plan coursework was not organized in a logical order
• Assessment plan was not articulated to give information of how the program would assess if the skills and competencies were achieved.
• Letters of Commitment from committee members did not detail their expertise and purpose for being on the IIP committee and dissertation project(s).

Step 6. Submit your application packet to your IIP committee to review.
They need to have your completed checklist, GRE scores, transcripts, curriculum vitae, letters of recommendation, letter of intent, and IIP proposal.

Please make sure to give your committee the blank ‘Checklist for Applicant’s committee’ found on page 3 of the Checklist of Requirements you downloaded on Step 1. Your committee will need to fill that one after they review your application.

Step 7. Your committee Chair will bring your entire application packet to the Graduate School with their letters of commitment.

Step 8. Fill out your Online Application through https://www.applyweb.com/apply/uomont/menu.html when your committee is ready to submit your application to the Graduate School.

GOOD LUCK!