

# Application and Approval Process

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## OVERVIEW:

Independent study enables a student to pursue for course credit individual interests under the supervision of a faculty member. Independent study is of two types: Independent Study (non-research) and Research Independent Study. **Child Policy Research Certificate applicants will select "Research Independent Study" as the independent study type.**

Courses entitled *Research Independent Study* are individual research in a field of special interest under the supervision of a faculty member, the central goal of which is a substantive paper or written report containing significant analysis and interpretation of a previously approved topic. Such research independent study courses bear a Research (R) code and satisfy general education Research requirements.

If you choose to complete your independent study in child policy, you will register for course ChildPol 393 and follow the instructions below. You may also be able to use a research independent study in another department (e.g., Psy 393 or Soc 393) or an honors thesis to fulfill this requirement. Students wishing to pursue this avenue should consult with the certificate director.

## PROCESS:

Follow these procedures for requesting and obtaining approval for a research independent study in child policy.

1. Identify a faculty member who is willing to supervise your independent study
  - o Students wishing to register for a research independent study must first make arrangements with a faculty member having expertise in the desired area.
  - o If you are having trouble identifying a mentor, a list of potential child policy mentors is available [here](#)
2. Meet with faculty to set goals, readings, and a timeline + proposal.
  - o The student and instructor should agree on the:
    - Independent study title
    - plan of study
    - objectives and expectations
    - meeting schedule
    - the nature of the final product and grading criteria
3. Process for getting the independent study **approved**:
  - a. Meet with your faculty mentor to complete this [FORM](#) (see below for details on form completion)
  - b. The form should get submitted automatically to Katie Rosanbalm, **Certificate Program Director**, but email [katie.rosanbalm@duke.edu](mailto:katie.rosanbalm@duke.edu) if you do not get a confirmation email.
4. Once approved, the the **Certificate Program Director** will provide you with the following to **enroll**:
  - o a **course** number
  - o a **section** number
  - o a **permission** number
5. During the semester, you must complete **180 hours**, including meetings with your supervising faculty and your own research/reading, to earn **1.0 credit** for your independent study.
6. Schedule regular meetings with your supervising faculty. It's ideal to meet **at least** once every **2 weeks during the fall or spring semester** and **once a week during summer**.

## COMPLETING THE FORM:

There are two boxes that you need to make sure you choose the correct selection for, that pertain specifically to the Child Policy Certificate. Please see the screenshots on the next two pages for details.



**Duke** UNIVERSITY

*Trinity College of Arts and Sciences | Office of the Academic Deans*

### Independent Study Permission Form

**Please work with your instructor to complete this form, which documents the basis of your agreement**

Student Name  
Student email address:  
NetID

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Student ID (Available on [DukeHub](#). Please do not enter your Duke Unique ID)

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This form should be filled out in consultation with the supervisor (and instructor, if they are different). **Please list both the supervisor and the instructor below.**

More information is [here](#).

The supervisor of an independent study must be in the department or certificate hosting the independent study. If someone outside of the department will be working more closely with you on the work, that person is here referred to as the "instructor," and does not need to be in the department or certificate. Both the supervisor and instructor must be listed below.

If you have questions, please contact the DUS of the department or the certificate program director of the certificate that is hosting the independent study.

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Department or Program that is hosting or sponsoring the (Research) Independent Study.

Note: this might not be your major department.

1. Choose "Child Policy Research Certificate"

Child Policy Research Certificate ▼

Department: \${q://QID27/ChoiceGroup/SelectedChoices}

Independent study type (See [here](#) for an explanation of the difference.)

2. Choose "Research Independent Study"

Name of supervising faculty member

Name of instructor, if different from supervisor (see [here](#))

If there is only one supervisor and no instructor for the independent study, please leave this blank.

Term of enrollment