

## REQUESTS FOR INDEPENDENT STUDY

### Trinity College of Arts & Sciences

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.

Courses entitled Independent Study are individual non-research directed study in a field of special interest on a previously approved topic taken under the supervision of a faculty member and resulting in an academic and/or artistic product. Such independent study courses do not bear a Research (R) code and do not satisfy any general education requirements.

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. One research independent study may be submitted and approved for a Writing (W) code in addition to the R code designation, but no other curriculum code designations are permitted for research independent study courses. Students who wish to request a W code for one research independent study course must take the appropriate form to 02 Allen Building by the end of the semester they are enrolled in the course. The request form is available at <https://trinity.duke.edu/undergraduate/academic-policies/research-independent-study-w-code>.

#### **Policies:**

The following policies apply to both types of independent study<sup>1</sup>:

1. **Approval**—The independent study must be approved by the instructor(s) involved as well as by the Director of Undergraduate Studies in the relevant department or program. If the independent study is offered by a certificate program, approval is required by the Certificate Program Director.
2. **Faculty appointment**—The instructor of record (supervising faculty member) must hold a regular rank faculty appointment at Duke within the department or program sponsoring the independent study. In some cases, there may be an additional instructor who mentors the bulk of the independent study and holds an appointment outside the sponsoring department or program. If this is the case, the supervising faculty member is responsible for submitting the final grade, and ensuring that the instructor adheres to academic standards, policies, and procedures pertaining to undergraduate students in Trinity College of Arts & Sciences.
3. **Course Content / Quality**—The independent study must provide a rigorous academic experience equivalent to that of any other undergraduate Duke course. Independent study courses may not duplicate available course offerings in the semester or summer term in which the independent study is being taken, nor may independent study be used simply to provide low-level support for other projects or to observe or shadow the work of others.
4. **Meeting schedule**—In addition to the individual effort of the student, which normally entails ~10 hours per week, the student will meet with the instructor of the independent study at least once every two weeks during the fall or spring semester (at least once a week during the summer).
5. **Final product**—The student will produce a final academic and/or artistic product to be completed during the semester for which the student is registered for the course.
6. **Grading**—The instructor will evaluate the work, including the final product, associated with the independent study, and submit a grade by the end of the semester. If the instructor is someone other than the supervising faculty member, the instructor will consult on the final grade with the supervising faculty member from the sponsoring department or program, who will submit the final grade.

#### **Procedures:**

1. Students wishing to register for an independent study or research independent study must first make arrangements with a faculty member having expertise in the desired area. The student and instructor should agree on the course title, plan of study, objectives and expectations, as well as on the nature of the final product and evaluation criteria.
2. The student submits the Independent Study Permission Form (attached here) to the Director of Undergraduate Studies or Certificate Program Director for final approval before the end of the drop/add period of the term in which the independent study is to be taken. If approved, the student will receive a permission number to register for the course.

---

<sup>1</sup> For policies and procedures related to independent study in Study Abroad programs, see Duke Abroad Handbook.

# INDEPENDENT STUDY PERMISSION FORM

## Trinity College of Arts & Sciences Sanford School of Public Policy

**To the student:** Please read the attached policies and procedures, and consult with your instructor / supervising faculty member about course title, description, requirements and expectations. This form must be approved and signed by the supervising faculty member, the instructor (if different from supervising faculty member), and submitted to the Director of Undergraduate Studies or Certificate Program Director before the end of the drop/ add period. Once form is complete submit to Anita Lyon, 108 Rubenstein Hall.

All fields below including any attachments should be typed as handwritten documents will not be accepted.

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Student ID (not unique ID):** \_\_\_\_\_

**Graduation Date:** \_\_\_\_\_

**Major(s)/Minor(s)/Certificate(s):** \_\_\_\_\_

**Undeclared Major?**

**Honors Project Track:** Yes      No      **PUBPOL 494** \_\_\_\_\_ **(Honors Project students only)**

**Course Subject / Number:**      **PUBPOL 391** \_\_\_\_\_ **(Independent Study) or**

**PUBPOL 393** \_\_\_\_\_ **(Research Independent Study)**

**Term & Year of Independent Study:** \_\_\_\_\_

**Title of Independent Study:** \_\_\_\_\_

**Short Title:** \_\_\_\_\_  
(to be listed on transcript; limit 30 characters, including spaces)

**Supervising Faculty Member:** \_\_\_\_\_

**Academic Title:** \_\_\_\_\_

**Affiliation (dept. or program):** \_\_\_\_\_

**Instructor (if different from Supervising Faculty Member):** \_\_\_\_\_

**Instructor Title and affiliation:** \_\_\_\_\_

Please provide information for all areas below as an attached document along with your name and page numbers.

**1. Title and Description of Proposed Study:**

*Provide a description of the proposed project including one to two paragraphs about the course topic, goals, and learning objectives.*

**2. Course Deliverables:**

*Provide an outline of the course deliverables, including the nature and length of the final product.*

**3. Scheduled Meetings and Work Expectations:**

*Provide information on frequency and length of meetings with instructor, and expected work commitments and/or timetables.*

**4. Grading Criteria:**

*Provide a description of how the final grade will be determined including the percent contribution of attendance/participation, interim products such as outlines or drafts, and the final product. The grade should be based on more than a single final paper.*

**5. Bibliography:**

*Include a list of potential sources and a bibliography of 8-10 citations.*

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student Date: \_\_\_\_\_

**Approval Signatures:** *Please read attached policies and procedures on independent studies before signing.*

\_\_\_\_\_  
Supervising Faculty Member (print name) Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Instructor (print name) Signature Date: \_\_\_\_\_  
(if different from Supervising Faculty member)

\_\_\_\_\_  
Director of Undergraduate Studies (print name) Signature Date: \_\_\_\_\_  
or Certificate Program Director

**ASSIGNED COURSE AND SECTION NUMBER:** \_\_\_\_\_

**ASSIGNED PERMISSION NUMBER:** \_\_\_\_\_