

UNDERGRADUATE INDEPENDENT STUDY REQUEST FORM

Trinity College of Arts & Sciences

An Independent Study (IDST) enables a student to pursue an individual course of study under the supervision of a faculty mentor for course credit. Students may pursue either a regular Independent Study or a Research Independent Study. The following procedure applies to both types of IDSTs.

Procedure for Securing Approval and Registering an IDST:

Securing Pre-approval:

- A student must seek out a faculty member to supervise their IDST. Note that agreeing to mentor a student is at the sole discretion of the faculty member.
- Together, the student and supervising faculty mentor must outline a course of study determining student expectations, the final submission, and a title for the IDST

Securing Final approval:

- The Director of Undergraduate Studies of a department or the Program Director of a certificate program must give the final approval by additionally signing the form.

Registering your IDST:

- The completed form should be submitted to AAHSV DUSA Karen Wilkerson (karen.wilkerson@duke.edu) by 5:00 PM on the last day of registration for the term in which the IDST is to be undertaken.
- A permission number will be provided by the DUSA to the student. The student must use this number to register for the IDST before drop/add ends. If the student does not receive a permission number within 48 hours of submitting the form, they must contact the DUSA.

For exact dates, review the University Registrar's Academic Calendar.

For policies and procedures related to IDSTs in Study Abroad programs, see the Duke Abroad Handbook.

Policies Related to IDSTs:

Faculty appointment:

- The supervising faculty must hold a regular rank appointment in the department or program sponsoring the IDST.
- In exceptional cases, faculty in a separate department may serve as the primary instructor of the IDST. In this case, the student would still need a supervising faculty mentor from the sponsoring department who would be responsible for submitting the final grade and ensuring the relevant academic standards, procedures and policies are maintained.

Course Content / Quality:

- The IDST must provide a rigorous academic experience equivalent to that of any other undergraduate course at Duke.
- The IDST must not duplicate currently available (semester or summer) course offerings.

Meeting Schedule:

- The student effort required is a total of 180 hours over the term, including meeting times with faculty mentor.
- The student and faculty mentor must meet at least once every two weeks during the fall and spring semesters and once a week during the summer terms.

Final Submission:

- The student will produce a final academic and/or artistic project to be completed and submitted by the end of the semester.

Grading:

- The instructor will evaluate and grade the final submission.

Student Responsibilities Checklist:

- 1) Meet with a faculty member having expertise in the desired area. The student and instructor discuss the course title, plan of study, objectives and expectations, as well as the nature of the final product and evaluation criteria.
- 2) All necessary signatures are added to form electronically. **Do Not Use Signage Applications!**
- 3) **The student submits the form with all signatures to AAHVS Director of Undergraduate Studies Assistant by 5:00 PM on the last day of registration for the term in which the independent study is to be taken.** Review the Office of the University Registrar's Academic Calendar for the exact date.
- 4) Once approved, a permission number is provided by the DUSA to the student. It is used to register for the course by the last Monday on the last week of the drop/add period. If the student does not receive the permission number within 48 hours (excluding weekends) of form submission, they must contact the DUSA.
- 5) **The student must register using the permission number before the final drop/add deadline.** Review the Office of the University Registrar's Academic Calendar for the exact date.

For policies and procedures related to independent study in Study Abroad programs, see Duke Abroad Handbook.

Note: You may NOT receive academic credit for work if you are also being financially compensated for the same work (e.g., paid internships, lab research).

UNDERGRADUATE INDEPENDENT STUDY

REQUEST FORM

| | | |
|-----------------------------------|-------|-------------------|
| Assigned Course #: | Term: | CLSS Submitted: |
| Permission #: | | Student Notified: |
| Administrative Box - DO NOT WRITE | | |

To the student: Please **read the attached policies and procedures**, and consult with your instructor / supervising faculty mentor about course title, description, requirements and expectations. This form must be approved and signed by the instructor, supervising faculty mentor (if different from instructor), and the Director of Graduate Studies or Certificate Program Director. Then it should be submitted via email to the Director of Undergraduate Studies Assistant **by noon on the last day of the registration period**. **Late forms will not be considered.**

Student Name:

Date

Email:

Unique ID:

Graduation Term/Year:

Graduation with Distinction:

Yes

No

(GWD application deadline is the end of registration for Spring term of senior year)

Program:

Study Term / Year:

Type of Study:

Independent Study

Research Independent Study

Subject:

ARTHIST

ARTSVIS

CINE

CMAC

ISS

DOCST

VMS

Independent Study Level:

200

300

400

500

PHOTO

Title of Independent Study:

(Title to be listed on transcript; limit 30 characters, including spaces)

Instructor:

Instructor Affiliation (Department):

Supervising Faculty Mentor (If different from Instructor):

Supervising Faculty Mentor Affiliation (Department):

On the following page (or attached sheet), please provide the following information:

1. Title and Description of Proposed Study:

Provide a one to two paragraph description of the proposed study, including topic, course goals, research /readings to be conducted. (The instructor and/or department or program may require a more detailed proposal, including a list of sources and bibliography, a rationale for independent study as opposed to regular course work, etc.)

2. Nature of the Final Product:

Describe the nature and length of the final product (e.g. academic paper, artistic product, research report, etc.)

3. Scheduled Meetings and Work Expectations:

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

4. Grade to be based on:

Provide information on how your work in the course is to be evaluated.

Description of Independent Study; Final Product; Scheduled Meetings and Work Expectations; Grade Basis continued:

Do Not Use a Signature Application...Sign & Save Only!

Signature of Student _____ Date _____

Approval Signatures: **Typed FACULTY signatures are acceptable.** *Please read attached policies and procedures on independent studies before signing*

Instructor (print) _____ Signature _____ Date _____

Supervising Faculty Mentor (print) _____ Signature _____ Date _____
(Required if instructor is NRR faculty)

Director of Undergraduate Program (print) _____ Signature _____ Date _____