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.1.

Procedure for Securing Approval and Registering an IDST:

Securing Pre-approval:

- A student must seek out a faculty mentor 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 AAHVS DUSA Karen Johndro (karen.johndro@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 mentor must hold a regular rank appointment in the department or program sponsoring the ISDT.
- In exceptional cases, a faculty mentor in a separate department may serve as the primary mentor 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 comparable to 10 hours a week.
- 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 Karen Johndro (karen.johndro@duke.edu) 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.

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

UNDERGRADUATE INDEPENDENT STUDY

REQUEST FORM

Assigned Course #:	Term:	CLSS Submitted:	
Permission #:	Student Notified:		

<u>To the student</u>: 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 scanned and 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	e ID:			
Graduation Term/Ye	ar:			Gr	aduation with Di	stinction:	Yes	No
			(GWD applicati	ion deadli	ne is the end of re	egistration for S	Spring term of sen	ior year)
Program:								
Study Term / Year:								
Type of Study:	Independ	ent Study	Research Independent Study					
Subject:	ARTHIST	ARTSVIS	CINE		CMAC	ISS	VMS	
Independent Study Level: 200		300	400	500				

Title of Independent Study:

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

Instructor:

Instructor Affiliation:

Supervising Faculty Mentor (If different from Instructor):

Supervising Faculty Mentor Affiliation:

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

1. <u>Title and Description of Proposed Study:</u>

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: <u>Typed signatures are acc</u> before signing	eptable. Please read attached policies and proce	dures on independent studies
Instructor (print)	Signature	Date
Supervising Faculty Mentor (print) (Required if different from Instructor)	Signature	Date

Director of Undergraduate Program (print) Signature

Date