

REQUEST FOR DUS-APPROVAL OF NON-DEPARTMENTAL INSTRUCTED INDEPENDENT STUDY AS A COMPUTER SCIENCE ELECTIVE

**** This form is to request a DUS-Approved elective for a student doing an IS in another department with non-Computer Science Faculty (<https://www.cs.duke.edu/people/faculty>), with a strong CS Component. DUS-APPROVAL is only for the CompSci electives for the BS and AB major. NOT FOR THE MINOR.**

Independent study enables a student to pursue for course credit individual interests under the supervision of a faculty member. There are two types of Independent Studies: Non-research and Research.

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. 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 <http://trinity.duke.edu/academic-requirements?p=independent-study-research-w-coding>.

Policies:

The following policies apply to both types of independent study¹:

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.
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 occurs, nor may the 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** — The IS requires weekly meetings with the person supervising you and must be in writing on the proposal. In addition to the individual effort of the student, which normally entails ~10 hours per week.
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. Make arrangements with a faculty member having expertise in the desired area.
2. The student and instructor must agree on the course title, plan of study, objectives and expectations, as well as on the nature of the final product and evaluation criteria.
3. The student submits the Independent Study Permission Form from that Professor's Department to the Director of Undergraduate Studies of the faculty member's departments for approval of the Independent Study first, and then fills out this form and sends this signed form (by student and professor) to dus@cs.duke.edu for DUS-approval.
4. If approved, the course can be used as one of the electives for the CompSci AB or BS major that can be I.S.

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

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FOR DUS/DUSA ONLY:
Date Received _____
Course _____ (i.e., ECON)
_____ • _____
Date Accepted _____
Date Submitted to Trinity Plans _____

To the student: Please read the attached policies and procedures before submitting this form. This form must be approved and signed by: the supervising faculty member, the instructor (*if different from supervising faculty member*), and last by the Computer Science Director of Undergraduate Studies. **Before submitting the form to dus@cs.duke.edu for the last signature, you must have setup the I.S. in the non-CS department and have added that I.S. as a course in DukeHub (so it has a course number and section number).**

Date _____

Student Legal Name: (First) _____ (Last) _____

Student ID (not unique ID) _____

Email: _____ @ _____ • _____

Graduation Date (Month/Year): _____ / _____

1st Major _____ 2nd Major _____ Minor _____

Department Offering Independent Study _____

DUS Approved as Check one Independent Study Research Independent Study

Assigned (i.e., *ECON 391.10*) _____ # _____ • _____

Term / Year: Fall Spring Summer Year _____

Title of Independent Study: _____

Supervising Faculty Member _____

Supervising Faculty Member Email Address: _____

Academic Title: _____

Instructor (*if different from Supervising Faculty Member*) _____

Instructor Title and affiliation: _____

Instructor Email Address: _____

- On the following page (or attached sheet), please provide the following information:
- 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.)
 - Nature of the Final Product:** Describe the nature and length of the final product (e.g. academic paper, artistic product, research report, etc.) and how it relates to Computer Science.
 - Scheduled Meetings and Work Expectations:** Provide information on length of WEEKLY meetings with instructor, and expected work commitments and/or timetables.
 - Grading:** 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 (*attach separate page if necessary*), **(It must be clear where the Computer Science component is):**

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) <i>(if different from Supervising Faculty member)</i>	Signature	Date
Director of Computer Science Undergraduate Studies (print name)	Signature	Date

Signature of the Computer Science Director of Undergraduate Studies denotes that within 30 days of successful completion of course this Independent Study will be accepted as a 300-level elective and submitted as such to Trinity Plans to be added to your transcript.