

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

****This form is to request DUS approval for an IS completed in another department with a non-CS faculty to count as one of the two electives which may be DUS-approved for the CS major. CS faculty are listed here -- <https://cs.duke.edu/people/appointed-faculty/primary-faculty> . The non-CS IS must conform to the same policies as a Computer Science IS, such as students must meet weekly with the person supervising them. See below for the full policy list.**

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 apply to both types of independent study (regular IS or research IS) done in non-CS department:

- 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 obtains the Independent Study Permission form from the non-CS department of the instructor. Both the student and the instructor sign the form and then give the signed form to the DUS of the instructor's department to create the IS. The student adds the non-CS IS to their schedule in their DukeHub.
4. Once the IS appears in DukeHub, the student fills out this form for approval for the non-CS IS to count as an elective for the CS major. This form should be signed by both the student and the instructor, and then, emailed to dus@cs.duke.edu. Once approved, the CompSci DUS will ask the registrar to count this IS as an elective for the CS major.

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To the student: First, have the I.S. approved in the non-CS department and get it added by them as a course in DukeHub (so that it has a course number and section number). Then, read the attached policies and procedures before submitting this form. This form must include the non-CS I.S. course number and be signed by the following: you (the student), the supervising faculty member, and the instructor (if any and/or if different from the supervising faculty member). Finally, this form should be submitted to the DUS of the Computer Science Department at dus@cs.duke.edu to receive approval. It may be sent at any time. **NOTE: The I.S. must have a strong CS component. DUS approval as a CompSci elective is only available for the BS and AB major--NOT FOR THE MINOR.**

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:

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.) and how it relates to Computer Science.
3. **Scheduled Meetings and Work Expectations:** Provide information on length of WEEKLY meetings with instructor, and expected work commitments and/or timetables.
4. **Grading:** Provide information on how your work in the course is to be evaluated.

Description of the 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 200-level or higher elective and submitted as such to Trinity Plans to be added to your transcript.