# REQUESTS FOR INDEPENDENT STUDY

**Evolutionary Anthropology**

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 (EvAnth 391) are individual non-research directed study on a previously approved topic taken under the supervision of a faculty member. The course must include a pre-approved substantive product, typically a review paper. This course typically involves guided readings and participation in lab meetings and are a great way to prepare for a Research Independent Study (see below). Such independent study courses do not bear a Research (R) code or an Area of Knowledge code. They are also not eligible for Writing (W) codes. They do satisfy the small group learning requirement. The area of study must be connected to discipline of Evolutionary Anthropology.

Courses entitled Research Independent Study (EvAnth 393) focus on hypothesis-based research, including background research, data collection and analysis under the supervision of a faculty member. The research should be the student’s own project or sub-project and must go beyond assisting the mentor in their research. The final product of the course is typically a substantive research paper, though alternatives may be approved by the mentor and DUS. Such research independent study courses bear a Research (R) code and satisfy general education Research requirements. As with EvAnth 391, the area of study must be connected to discipline of Evolutionary Anthropology.

One research independent study (393) may be submitted for a Writing (W) code in addition to the R code designation.. The request form is available <https://trinity.duke.edu/undergraduate/academic-policies/research-independent-study-w-code> . The signed form should be delivered to 011 Allen Building by the end of the add/drop period. Note that W-coded independent studies MUST have a substantive writing component that includes discussions and feedback on the student’s writing across the semester.

## Policies:

The following policies apply to both types of independent study:

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. Only once this form is turned in will the student receive a permission number for the course from the DUS (faculty members do not give out permission numbers for 391 or 393).
2. **Faculty appointmen**t—The instructor of record (supervising faculty member) must hold a regular rank faculty appointment in Evolutionary Anthropology. In some cases, there may be an additional instructor who mentors the bulk of the independent study and holds an appointment outside of EvAnth. 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. When students are considering projects mentored by faculty outside of EvAnth, they are strongly encouraged to check with the DUS about the appropriateness of the project for EvAnth credit and to get recommendations for potential departmental sponsors.
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. Both 391 and 393 students are expected to spend on average 12 hours per week (180 hours total) on the independent study project. This is a university rule!
4. **Meeting schedule**— The student will meet with the instructor of the independent study at least once every two weeks during the fall or spring semester and at least once a week during the summer. Most students will be in the lab throughout the week working on their projects.
5. **Final product**—The student will produce a substantial paper, usually a review paper (391) or formal research paper (393) by the end of the semester. It’s key that the student and mentor work out clear guidelines for the content of the paper and timing for turning in drafts and the final paper.
6. **Grading**—The instructor will evaluate the agreed upon work, including the final paper, and submit a grade by the end of the semester. If the mentor is someone other than the supervising faculty member, the mentor will consult on the final grade with the supervising faculty member from the sponsoring department or program, who will submit the final grade. We strongly recommended that you discuss how your final grade is determined (e.g., what percent of your grade is based on lab work, meetings, final paper, presentation, etc.).

# INDEPENDENT STUDY PERMISSION FORM

**Evolutionary Anthropology**

**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.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_ Term/Year of Proposed Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID (not unique ID)\_\_\_\_\_\_\_\_\_\_ Graduation Date: \_\_\_\_\_\_\_\_\_\_\_

Major(s)/Minor(s)/Certificate(s)

I am applying for:

1) EvAnth 391 (Independent Study; typically focuses on readings) \_\_\_\_\_\_\_\_

2) EvAnth 393 (Research Independent Study) \_\_\_\_\_\_\_\_\_

Are you applying for a W code (eligible for 393 only)? (yes/no): \_\_\_\_\_\_\_\_\_\_

Title of Independent Study

**\*\*Short title of study (30 characters or less, including spaces**)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(this goes on your transcript)

Supervising Faculty Member /Mentor

Academic Title (must be a regular rank faculty member in EvAnth)

(optional) If you are working primarily with an EvAnth graduate student within your faculty mentor’s lab, list their name here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The class will still be listed under the faculty mentor’s name.

(optional) If you are working primarily with someone outside EvAnth, please list their name and department below. The supervising EvAnth faculty member above will then act as your “sponsor” and will need to coordinate your outside mentor.

Mentors name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department/Affiliation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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. For projects mentored outside of EvAnth, please include a statement about how the research connects to the discipline. (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.)*

1. Scheduled Meetings and Work Expectations:

*Provide information on frequency and length of meetings with instructor, and expected work commitments and/or timetables. Keep in mind this should add up to, on average, 12 hours per week.*

1. Grade to be based on:

*Provide information on how your work in the course is to be evaluated. Be sure to break this down in terms of what percent of the final grade is based on each of the agreed upon tasks, meetings, and assessments****. Describe the nature and length of the final product (e.g research paper, formal research poster, etc.)***

5. If you are applying for W credit:

*For W credit, you need to include a list of writing assignments that will be included as part of the course. This should include turning in and getting feedback on writing drafts across the semester. On the next page, list specific assignments (e.g., bibliography, proposal, sections of a formal research paper), and the final formal research paper that is turned in at the end of the semester.* ***Note timing to demonstrate the writing is to be an integral part of the research project across the entire semester****.*

## Description of Independent Study; Scheduled Meetings, Assignments (with percent of grade) and Work Expectations. Include details on writing assignments if you are requesting a W code.

Date Signature of Student

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

Date Supervising Faculty Member (print name) Signature

Date

Instructor (print name) Signature (if different from Supervising Faculty member)

Date Director of Undergraduate Studies (print name) Signature

[to be filled out by the DUS]

ASSIGNED COURSE AND SECTION NUMBER: ASSIGNED PERMISSION NUMBER: