

**DEPARTMENT OF ROMANCE STUDIES
GRADUATE INDEPENDENT STUDY APPLICATION FORM**

Romance Studies students pursue independent studies to explore, augment, and extend intellectual work beyond the courses offered in the department, under the supervision of a regular rank faculty member of Romance Studies.

Policies:

The following policies apply:

1. **Approval** — The independent study must be approved by the instructor(s) involved as well as by the Director of Graduate 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 graduate students.
3. **Course Content / Quality** — The independent study must provide a rigorous academic experience equivalent to that of any other graduate 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.
4. **Meeting schedule** — In addition to the individual effort of the student, which normally entails ~10 hours per week, the student will meet with the instructor of the independent study at least once every two weeks during the fall or spring semester (at least once a week during the summer).
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. Students wishing to register for an independent study must **first contact the DGS before** they meet with a **regular rank** faculty member with expertise in the desired area.
 2. The student and instructor should agree on the course title, a comprehensive description, a detailed list of proposed readings, objectives and expectations, the nature of the final product, as well as a calendar of meeting sessions and evaluation criteria.
 3. The student submits the Independent Study Permission Form (attached here) to the Director of Graduate Studies for final approval **before the end of registration** for the term in which the independent study is to be taken. If approved, the student will receive a permission number from the Program Coordinator to register for the course.
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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 Graduate Studies before the end of registration for the term in which the independent study is to be taken.

Student Name: _____ Date: _____

Email: _____ Graduation Date: _____

Course Subject: French Italian Portuguese Romance Studies Spanish

Class: Graduate – 791

Term / Year: _____

Title of Independent Study _____

Short Title _____
(Listed on transcript; limit 30 characters, including spaces)

Please indicate below all courses taken in the Department of Romance Studies (include instructors' names) and any other courses that bear upon the proposed study:

_____	_____
_____	_____
_____	_____
_____	_____

Supervising Faculty Member _____

Academic Title _____

Instructor (if different from Supervising Faculty Member) _____

Instructor Title and affiliation: _____

Please provide the following information in a separate document:

1. Title and Description of Proposed Study:

Provide a comprehensive description of the proposed study, including topic, course goals, research/readings to be conducted, and a rationale for independent study as opposed to regular course work.

2. Nature of the Final Product:

*Describe **in detail** 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 timetable.

4. Grade to be based on:

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

5. Reading List

Provide a list of primary and secondary texts that will be studied over the course of the semester.

6. Research Sources and Methods

Provide a description of the primary sources upon which your research will be based and how those sources will serve your research objectives.

_____ 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 Graduate Studies (print name) Signature

ASSIGNED COURSE AND SECTION NUMBER: _____

ASSIGNED PERMISSION NUMBER: _____