

# TRINITY COLLEGE OF ARTS & SCIENCES HOUSE COURSE SIGNATURE SHEET

\*\*\*In completing this application, instructors/sponsors pledge to follow the Duke Community Standard.\*\*\*

Please ensure all signatures and application components are present prior to submission. Email completed applications to [courserequests@duke.edu](mailto:courserequests@duke.edu).

House Course Title:

Abbreviated House Course Title (30 characters maximum, taken from course title):

Course Instructor(s) (maximum 3)

Name (printed)	Expected Grad Date	Email	Signature	Date
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Name (printed)	Department and Title	Email
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The above-named faculty member has agreed to serve as supervisor for a student-taught House Course. In doing so, both faculty supervisor and student instructor must agree to the following conditions:

The supervisor should be able to claim expertise in the topic area or discipline covered by the course;  
The instructor should design the syllabus with direct input from the supervisor, including advice on how to structure assignments, develop criteria for grading, and incorporate pedagogical strategies appropriate to the material;  
The supervisor must attend at least two sessions of the course in person;  
The supervisor and instructor must meet at least four times outside of class time, during the semester the course is being taught, to review progress, reiterate course goals, and address any challenges or setbacks.

In addition, by signing below, the supervisor agrees that:

They will sponsor only ONE House Course per term;  
They will be present on campus during the semester the course is being offered;  
They will ensure the course meets at least 12 times for a minimum total of 18 contact hours;  
That, as instructor of record, they will perform all administrative duties associated with the course, including facilitation of instructor access to Sakai, provision of permission numbers during the drop/add period; submission of an evaluation at the end of the semester; assignment of grades at midterm and at the end of the semester.

**Faculty who cannot make these commitments should not agree to serve as House Course supervisors.**

Signature	Date
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Faculty sponsor:

Department chair:

DUS: