

HOUSE COURSE POLICIES

House Courses seek to provide an intellectual experience not available in regular departmental course offerings. They are intended to respond to undergraduate students' expressed interests and concerns. In their origins, they were meant to provide a bridge between the academic and residential life of students (hence the name House Courses), and to enhance intellectual life on campus through academic programs in the residence halls. Thus, they must take place in the residence halls.

In order to give current undergraduates an opportunity to develop their own ideas and skills, the House Courses may be taught by current Duke undergraduates, who must be supervised by a member of the Trinity College faculty teaching on campus in the semester during which the course is offered. House Courses may also be taught by faculty in a recognized school, department, or academic program at Duke. All courses must be approved and sponsored by a Trinity College Arts and Sciences department and approved by the Committee on Courses. House Courses are open to all undergraduates. They are free-standing courses, each of which is sufficiently different to stand alone. Multiple sections of any one House Course are not permitted. They do not have prerequisites, co-requisites, or required permission. Neither can they require any other curricular or extra-curricular activity or enterprise, nor participation in activities beyond those of the course itself; they are not meant to be required training for subsequent courses or activities.

House Courses carry 0.5 semester course credit and are offered only on a satisfactory/unsatisfactory basis; four may count toward graduation. They must meet at least 12 times for a minimum of 18 hours. **Undergraduate student instructors of House Courses do not receive course credit for teaching and may not register for their own class.**

In order to maintain suitable academic standards, the following conditions must be met:

1. **A Trinity College faculty member must supervise the course and may serve as the instructor.**

In all but exceptional cases, that faculty member's department will serve as the sponsoring department for the course. As instructor of record, the faculty sponsor bears administrative responsibility for the course and will submit grades (in consultation with the instructors), including midterm grades, as appropriate; assist with access to Sakai; and assign permission numbers during the last two weeks of drop/add as needed.

The sponsor will also: 1) participate in the development of the course syllabus, 2) attend at least three class meetings throughout the semester, the first of which must occur during weeks 1-3 of the semester, as indicated in the syllabus, 3) submit an evaluation, and 4) ensure that the course meets 12 times for a minimum total of 18 hours. **Note:** If a course is supervised by more than one faculty supervisor, each supervisor must attend three (3) meetings of the course and participate in the other administrative duties of the faculty supervisor.

2. **Individuals may sponsor or teach ONLY ONE House Course per term.**

3. **House Courses must have significant academic content.**

The Committee on Courses expects that the subject will be treated in a critical, evaluative, historical, or analytical way and that House Courses will not teach only skills. Care must

be taken to proclaim a House Course's academic approach in its title, syllabus, and place where it is offered.

- a. The course, in its syllabus, must require one or more **scholarly** papers totaling approximately 1500 words in length or the equivalent of five (5) double spaced (typed) pages. Paper(s) are scholarly and analytical writings for which are provided directions/topics related to the course readings or research. Not satisfying this requirement are “reaction,” “response,” or “reflective” papers or journals.
 - b. Each course should require a minimum of 50 pages of reading per week. Include on the syllabus the total number of pages required for EACH class meeting and list the exact page references for ALL readings, including books.
 - c. Grading. The syllabus must contain the statement: “*A grade of satisfactory in this course requires satisfactory completion of all assignments of this course including written and oral assignments, attendance [and whatever individual other exercises an individual House Course may require.]*”
4. **Attendance Requirement.**
A House Course **must require in its syllabus** that students attend **at least eleven** class sessions.
 5. **House Courses must take place in a university residence hall.**
Confirmation must be provided by the Residence Coordinator that a specific space will be reserved for the course.
 6. **The first class meeting of a House Course must take place before the last day of Drop/Add.**
 7. **House Courses may not change their syllabus, meeting time, or meeting place** without prior permission of the Course Committee; the time/place may not be changed after the Course listing appears in the ACES Schedule.
 8. **Evaluations.**
Near the end of the semester the instructors, participants, and faculty supervisors must complete course evaluations, for which forms will be provided by the Committee on Courses.

APPLICATION INSTRUCTIONS

To apply for a House Course, submit to courserequests@duke.edu unless otherwise noted:

1. **The Application Form.** Please submit the completed (2 page) application. *Note that the signatures of both the Chair and Director of Undergraduate Studies of the sponsoring department are required to indicate approval of the course. (See note below concerning the significance of the signatures of the Chair and DUS.)*
2. **Room Reservation Form.** Reserving a commons room or house seminar room will need to be arranged through communication with Shanci Robinson Program Coordinator for West Campus Housing, Dining & Residence Life, at shanci.robinson@duke.edu. The list of West Campus common rooms and seminar rooms is included with the Room Reservation Form and any room preference should be included in your correspondence with Shanci Robinson. Any questions about room capacity can also be directed to her. The signed Room Reservation Form must be included with your application along with her confirmation.
3. **Course Syllabus.** Please follow the syllabus template provided on our website. The syllabus must be detailed and include: a brief description of the course, an outline of the course and its format, the date of each session, and short descriptions of each lecture or session, including required and suggested readings (with exact page numbers) and required written work listed under each session; identification of the specific dates the faculty sponsor will attend at least three class meetings throughout the semester, the first of which must occur during weeks 1-3 of the semester; a list of additional speakers, if any, and credentials for those that are non-faculty (Note: funding is not provided for outside speakers); and the means for determining grades. **All requirements for the course must be stated in the syllabus.** Any field trips are expected to be optional. *Note that if any revisions were required by the Courses Committee, the final approved syllabus (in Word format) must be emailed to courserequests@duke.edu. No changes may be made in the syllabus after approval for the course without the permission of the Courses Committee.*
4. **Credentials of a Duke Undergraduate Instructor.** Please submit a resume and **two letters** recommending **each** instructor, one from the faculty supervisor and one from another Trinity professor (preferably in a field related to the subject of the course). If the instructor has previously taught a House Course, this requirement will be waived. The letters of recommendation may be sent via email to courserequests@duke.edu, mailed to directly to the Courses Committee in 011 Allen Building, or faxed to (919) 684-8494. **Note: All recommendations must be signed, unless they are sent via email.**
5. **For courses that include field trips**, which should be optional, documentation of secured funding sources for the trips must be attached. **(Note also that Field trip waiver forms, signed by individual students, must also be submitted for review early in the semester, and before any travel occurs.)**

THE APPLICATION DEADLINE:

All application materials should be submitted to courserequests@duke.edu or directly to the Courses Committee in 011 Allen Building as indicated above no later than:

October 7, 2017 by 5 p.m. for Spring 2018 courses

March 10, 2017 by 5 p.m. for Fall 2017 courses

LATE APPLICATIONS WILL NOT BE ACCEPTED

Note on the Significance of Signatures on House Course Request Forms

ALL SIGNATURES MUST BE ON THE SAME SHEET

Faculty Supervisor. The signature of the Trinity College faculty sponsor implies that the course has been developed with his or her full knowledge and at least some input; that the sponsor will be fully informed about each class meeting, will attend at least three meetings throughout the term, will submit an evaluation and assign grades, and will be present on campus during the semester the course is offered. As the instructors of record, faculty sponsors will also assist student instructors with access to Sakai, and with the assignment of permission numbers during drop/add.

Director of Undergraduate Studies of Arts and Sciences and Chair. The significance of approval by the Chair and Director of Undergraduate Studies varies with the subject of the course and its relationship to the departmental offerings. If the House Course is in a field where there is a department at Duke, the faculty sponsor must be from that department, and the signatures imply that the subject of the course is not available in a regular departmental offering. The Chair and Director of Undergraduate Studies must approve the House Course as taking cognizance of the participation of the faculty supervisor in it. That department is then considered the sponsoring department for the course.

Because the Course Committee observes that House Course requests come to the Committee with no or almost no review by faculty other than the supervising faculty, the Committee believes that, to the extent it is able, it must serve in lieu of a departmental curriculum or course committee.