

MASTER OF INTERNATIONAL DEVELOPMENT POLICY 2023-2024 ACADEMIC GUIDELINES

CURRICULUM AND REQUIREMENTS

The MIDP is an interdisciplinary graduate program where fellows self-design their own course of study according to their personal and professional goals. Fellows participating in the Rotary Peace and Conflict Resolution program follow a more specific curriculum of coursework as outlined in their course brochure. To facilitate course selections and academic planning, fellows are assigned to faculty advisors who will assist them in designing a curriculum to meet their needs. In addition, MIDP staff serve as academic advisors to monitor a fellow's progress towards completion of program and graduation requirements. It is important to note that faculty and administrative advisors are meant to support, not be a substitute for a student's own responsibility and attention to their academic planning and progress towards completing their degree requirements. Fellows may choose to take advantage of Duke's interdisciplinary options as well as MIDP areas of focus. These areas of focus, outlined below, provide course curriculum guidance to allow for a more specialized set of skills and competencies.

DEGREE AND CERTIFICATE REQUIREMENTS

The MIDP offers three program tracks: the traditional Master's degree, the accelerated Master's degree and the one-year, non-degree certificate. Fellows are admitted to one of these tracks based on their application. Below are the academic regulations and guidelines for each one. Please read these guidelines carefully and consult the MIDP administrative staff if you have any questions.

TRADITIONAL DEGREE

Forty-eight (48) course credits are required to obtain the traditional degree. The courses are typically spread over four academic semesters and must be divided as follows: 24 credit courses must be MIDP courses while the remaining 24 credits may be courses chosen at any department at Duke or outside institution (UNC-Chapel Hill, NC State, NCCU) through the inter-institutional agreement.

Students in the traditional degree program must complete minimum 24 course credits offered by the MIDP, including the following mandatory classes:

- PUBPOL 700S Policy Analysis for Development: 3 credits. Required of all students. Students placed in sections by the MIDP office. Taken in the Fall semester of the 1st year.
- PUBPOL 701 Economic Foundations for Development: 3 credits. Taken in the fall semester of the 1st year. Required unless exempted through the assessment. If exempted, take PUBPOL 598 Economic Growth and Development or PUBPOL 702 Applied Economic Development in the Spring semester of the first year.
- PUBPOL 702 Applied Development Economics or PUBPOL 598 Economic Growth and Development: 3 credits. Course sequencing depends on the economic assessment results.
- PUBPOL 741D Empirical Analysis for Development: 3 credits. Required of all traditional degree seekers unless exempted through the statistics assessment. Taken in the fall semester of the 1st year. Students who have been exempted by the statistics assessment who are interested in taking a higher-level statistics class may work with

MIDP staff to identify an appropriate level advanced statistics class. See Statistics Assessment Policy below for more information.

- PUBPOL 704 Master's Project Preparation seminar: 1.5 credits. Required of all students. Taken in the student's second to last Fall or Spring semester.
- PUBPOL 705 Master's Project: 1.5 credits. Required of all students. Taken in the student's final Fall or Spring semester.
- PUBPOL 800 Career and Professional Skills Development Practicum: 0 credits. Required for traditional degree seeking fellows. This practicum course covers various professional development topics in preparation for fulfilling the internship requirement as well as help with U.S. style career searches. Taken in the fall semester of the 1st year. Students should take the course section designated for MIDP students.
- Public Policy Writing and Communication Practicums (PUBPOL 711 – 713): these courses support the work done in the core classes but do not count towards the degree. Required for some based on writing assessments, and highly encouraged for all. Open to all domestic and international fellows. Taken in the fall and spring semesters of the 1st year.

The remaining MIDP classes may be chosen from courses offered by MIDP each semester (courses numbered PUBPOL 700-799) and/or those listed in the MIDP course bank on the MIDP course information sheet distributed each semester.

Non MIDP Courses (24 credits)

Fellows may choose the remaining half of their courses from any department at Duke or partner institution (UNC-Chapel Hill, NC State, NCCU) through the inter-institutional agreement. For any course taken at a partner institution, one of equal credit must be taken at the home institution. Elective courses must be selected in consultation with the faculty advisor to ensure that the course is appropriate. Please note important regulations regarding elective courses:

- Courses numbered below the 500 level do not count toward the required credits needed for the degree. They also do not count towards the GPA.
- Physical Education, music, foreign language, and other recreational elective courses do not count toward the degree.
- English language and pronunciation courses offered elsewhere at Duke do not count toward the degree.

Summer Internship

The summer internship is required for the traditional degree and is performed between the first and second year of study. The internship must be a full-time position lasting at least 10 weeks. A letter of internship offer, a self-assessment and supervisor assessment must be submitted to the Director of Global Careers upon offer and completion of the internship.

Master's Project

Traditional degree seeking fellows are required to complete a final Master's Project during their second year of study. The master's project is a thirty to thirty-five-page paper required of all candidates for the master's degree. It is intended to demonstrate mastery in defining a policy problem, analyzing it in an interdisciplinary manner, and recommending a specific course of action to address that problem. More specifically, the master's project must also measure up to the standards of good analysis, including a precise definition of the problem, careful evaluation of the evidence from an interdisciplinary viewpoint, review of other countries' experiences, identification of important costs and benefits, and feature a clear presentation of the results and recommendations. Additional guidelines on the master's project are issued annually.

Course Sequencing

Fellows who start the traditional degree program in a semester other than Fall or who complete the traditional degree within a different timeframe due to a leave of absence, different pace of study, etc. will have a different sequencing of classes but must still complete at least 48 credits to graduate.

ACCELERATED DEGREE

Thirty (30) course credits are required to obtain the accelerated degree. The accelerated degree program can be completed over three traditional semesters (e.g. Fall, Spring, Fall), or may be completed within a calendar year if the student enrolls in a summer semester and takes a sufficient number of credits courses (e.g. Fall, Spring, Summer). Students in the accelerated degree program must complete a minimum of 12 course credits offered by the MIDP Program, including these mandatory classes:

- PUBPOL 700S Policy Analysis for Development: 3 credits. Required of all students. Students placed in sections by the MIDP office. Taken in the fall semester.
- PUBPOL 701 Economic Foundations for Development or PUBPOL 598 Economic Growth and Development or PUBPOL 702 Applied Development Economics: 3 credits. Based on placement. A more advanced development economics class may be substituted with permission from the MIDP.
- PUBPOL 704 Master's Project Preparation seminar: 1.5 credits. Required of all students. Taken in the student's second to last Fall or Spring semester.
- PUBPOL 705 Master's Project: 1.5 credits. Required of all students. Taken in the student's final Fall or Spring semester.

The following classes are optional but highly encouraged for accelerated degree seeking fellows:

- PUBPOL 741D Empirical Analysis for Development: 3 credits. Typically offered in the fall semester. Highly encouraged but optional for accelerated degree seekers. Not available for those who have previously taken a graduate level statistics course and/or place out of statistics on the placement test. Students who have been exempted by the statistics assessment who are interested in taking a higher-level statistics class may work with MIDP staff to identify an appropriate level advanced statistics class. See Statistics Assessment Policy below for more information.
- PUBPOL 800 Career and Professional Skills Development Practicum: 0 credits. Optional for accelerated degree seeking fellows. This practicum course will cover various professional development topics in preparation for fulfilling the graduate internship requirement as well as help with U.S. style career searches and professional networking. Recommended for those not returning to their previous employer and/or those who wish to pursue an internship in the U.S. following their degree completion.
- Public Policy Writing and Communication Practicums (PUBPOL 711 – 713): these courses support the work done in the core classes but do not count towards the degree. They are Credit/No Credit classes. Required for some based on their orientation assessment, and highly encouraged for all. Open to all domestic and international fellows.

The remaining MIDP classes may be chosen from courses offered by MIDP each semester (courses numbered PUBPOL 700-799) and/or those listed in the MIDP development course bank on the MIDP course information sheet distributed each semester.

Non MIDP Courses (18 course credits)

Fellows may choose the remainder of their courses from any department at Duke or outside institution (UNC-Chapel Hill, NC State, NCCU) through the inter-institutional agreement. For any course taken at a partner institution, one must be taken at the home institution. Elective courses must be selected in consultation with the faculty advisor. Please note important regulations regarding elective courses:

- Courses numbered below the 500 level do not count toward the required credits needed for the degree. They also do not count towards the GPA.
- Physical Education, music, foreign language, and other recreational elective courses do not count toward the degree.
- English language and pronunciation courses offered elsewhere at Duke do count towards the degree.

Summer Internship

The summer internship is not required for completion of the accelerated degree, as accelerated degree seekers will be taking summer classes and writing their Master's Project during the summer. Accelerated degree candidates who wish

to perform an internship may do so upon completion of their studies. They should check with MIDP staff, sponsors and Duke Visa Services to confirm eligibility well in advance of securing an internship (e.g., 3-4 months ahead).

Master's Project

Accelerated degree seeking fellows are required to complete a final master's project and will start this process during their second-to-last traditional semester (spring or fall) of study. The master's project is a thirty to thirty-five-page paper required of all candidates for the master's degree. It is intended to demonstrate mastery in defining a policy problem, analyzing it in an interdisciplinary manner, and recommending a specific course of action to address that problem. More specifically, the master's project must also measure up to the standards of good analysis, including a precise definition of the problem, careful evaluation of the evidence from an interdisciplinary viewpoint, review of other countries' experiences, identification of important costs and benefits, and feature a clear presentation of the results and recommendations. Additional guidelines on the master's project are issued annually.

Course Sequencing

Fellows who are completing the accelerated degree within a different time frame than described above will have a different sequencing of classes but must still complete at least 30 credits to graduate.

NON-DEGREE CERTIFICATE REQUIREMENTS

Twenty-four (24) course credits are required to obtain the non-degree certificate. The courses are typically taken over two academic semesters. Because this certificate is considered non-degree, it must appear on Duke transcripts as 'discontinued', as non-degree programs cannot be conferred. A note will be added to the transcript that all requirements have been met and completed. Students in the non-degree certificate must complete a minimum of 12 MIDP course credits, including these mandatory seminars:

- PUBPOL 700S Policy Analysis for Development: 3 credits
- PUBPOL 701 Economic Foundations for Development: 3 credits or Public Policy 598.01 Economic Growth and Development: 3 credits or PUBPOL 702 Applied Development Economics: 3 credits.

The following MIDP classes are optional but highly encouraged for non-degree certificate seekers:

- PUBPOL 741D Empirical Analysis for Development: 3 credits, highly encouraged but optional for non-degree seekers
- Public Policy Writing and Communication Practicums (PUBPOL 711 – 713): these courses support the work done in the core classes but do not count towards the degree. They are Credit/No Credit classes. Open to all domestic and international non-degree seekers.

Non-degree certificate seekers may choose the remainder of their courses (12 course credits electives) from any department at Duke or outside institution (UNC-Chapel Hill, NC State, NCCU) through the inter-institutional agreement.

Non MIDP courses must be selected in consultation with the faculty advisor. Please note important regulations regarding elective courses:

- Language courses do not count toward the non-degree certificate.
- Courses numbered below the 500 level do not count toward the required credits needed for the MIDP Non-Degree Certificate.
- Physical Education, music, foreign language, and other recreational elective courses do not count.
- English language and pronunciation courses offered elsewhere at Duke do count.

Summer Internship

The summer internship is not required for completion of the non-degree certificate.

Master's Project

The Master's Project is not required for the non-degree certificate.

AREAS OF FOCUS

Fellows in the MIDP may self-select into one of the following informal areas of focus that build on the best of Duke. These focus areas serve to aid the course selection process and facilitate professional growth. These focus areas do not appear on student transcripts or diplomas.

APPLIED DEVELOPMENT ECONOMICS. This area emphasizes the economic policy aspects of development—including issues of international trade and competitiveness, public finance and evaluation of public expenditures, banking and financial sector management, privatization, external debt management, factors that bolster economic growth, domestic revenue generation, and international capital markets.

INSTITUTIONS, GOVERNANCE, AND ORGANIZATIONS. This area has a strong foothold in political science and covers issues of public and private partnerships, civil society and governance, fiscal decentralization, political risk analysis, aid coordination, regional planning, or other sector development issues.

SOCIAL WELFARE AND POLICY. This area focuses on how to improve the lives of citizens by supporting their education, health, work, and wellbeing. It focuses on safety net policies as well as on issues of gender, ethnic and economic inequality, health policy, building human capital, and social entrepreneurship.

ENVIRONMENT AND ENERGY MANAGEMENT AND POLICY. This area emphasizes international environmental and energy policy, security, regulation, and institutional development. Sanford expertise is complemented by the resources from the Nicholas Institute for Energy, Environment and Sustainability in areas such as natural resource economics, energy access, climate change, and environmental advocacy and regulation.

GLOBAL HEALTH AND DEVELOPMENT. This area focuses on health equity and policy alternatives for current global health challenges. Sanford expertise is complemented by the resources of the Duke-Margolis Center for Health Policy and the Duke Global Health Institute. Those interested may pursue the Global Health graduate certificate offered by the Duke Global Health Institute.

PEACE AND CONFLICT RESOLUTION. This area equips future leaders to promote greater tolerance, cooperation, and peace among people. Course choices focus on democracy, negotiation, and conflict resolution, and the promotion of effective cooperation in international development. Those interested may pursue a University of North Carolina at Chapel Hill certificate in peace and conflict resolution offered to two-year MIDP fellows through the Duke-UNC Rotary Peace Center.

TECHNOLOGY POLICY AND DEVELOPMENT. Technology plays a crucial role in sustainable and inclusive development. This area focuses on the impact that technology has on society across industries as well as the role of technology in governance and democracy.

PRIVATE SECTOR AND DEVELOPMENT. This area focuses on the range of strategies that promote economic growth in developing countries by creating healthy enabling environments for private enterprises, whether small, medium, or large. Strategies include political risk analysis, regulation, and global value chains. Additional options are also available at Duke's Fuqua School of Business.

INNOVATION AND ENTREPRENEURSHIP. This area of focus draws on Duke's Innovation & Entrepreneurship Initiative and its pioneering leadership in policy and social entrepreneurship education. It aims to further enhance fellows' abilities to explore the I&E ecosystems and complexities and to develop innovative and entrepreneurial methods to address local and global challenges. Those interested may pursue a graduate certificate in Innovation and Entrepreneurship.

CONCURRENT GRADUATE CERTIFICATES

MIDP Fellows with an interest in specific areas of development may want to pursue a graduate certificate offered by other departments at Duke. Graduate courses taken toward certificates may also count towards the MIDP degree. See our website for a full listing.

Fellows should discuss their interests in pursuing a graduate certificate with their faculty advisors and/or MIDP staff. Formal registration is required in order for courses taken towards a certificate to be counted. It is important to note that if a fellow signs up and then fails to complete the certificate requirements, it will appear on the official transcript as “discontinued” and **cannot** be removed. Certificate seekers registered as Inter-Institutional students will show a status of ‘discontinued’ on their Duke transcript, as non-degree programs cannot be conferred. A note is added to the transcript that all requirements were successfully completed and the certificate was awarded if that is the case.

OTHER ACADEMIC ISSUES

ASSESSMENTS AND CORE CLASSES

All fellows are required to take MIDP core classes, as well as placement assessments for economics, statistics, and communication and writing.

ECONOMICS ASSESSMENT POLICY

Assessment: All incoming fellows are required to take the online economics assessment prior to their arrival.

Traditional degree seekers:

- PUBPOL 701 Economic Foundations for Development: 3 credits. Required unless exempted through the assessment.
- PUBPOL 598 Economic Growth and Development or PUBPOL 702 Applied Development Economics: 3 credits. Required. Taken after the student has completed or been exempted from PUBPOL 701 Economic Foundations.

Accelerated degree seekers:

- PUBPOL 701 Economic Foundations for Development or PUBPOL 598 Economic Growth and Development or PUBPOL 702 Applied Development Economics depending on economics assessment results.

STATISTICS ASSESSMENT AND ENROLLMENT POLICY

Assessment: All incoming fellows are required to take the statistics assessment. The results of this assessment determine placement in or exemption from the core MIDP statistics course, PUBPOL 741D as well as help identify appropriate level elective statistics courses. The assessment also helps the MIDP program understand each fellow’s statistical knowledge and skill level to assist them with access to a variety of quantitative focused courses offered at Duke they may wish to take.

Traditional degree seekers:

- PUBPOL 741D Empirical Analysis for Development. Required unless exempted by assessment. Students who have been exempted by the statistics assessment who are interested in taking a higher-level statistics class may work with MIDP staff to identify an appropriate level advanced statistics class.

Accelerated degree seekers:

- PUBPOL 741D Empirical Analysis for Development: 3 credits. Highly encouraged but optional for accelerated degree seekers. Not available for those who have previously taken a graduate level statistics course and/or place out of statistics on the placement test. Students who have been exempted by the statistics assessment who are interested in taking a higher-level statistics class may work with MIDP staff to identify an appropriate level advanced statistics class.

Additional Statistics Courses: If an MIDP student who has received an A or A- in PUBPOL 741D is interested in enrolling in an advanced statistics course as an elective, the student may request to take PUBPOL 813 by sending an email to the MIDP Director of Student and Academic Services. The MIDP Director of Student and Academic Services will evaluate their

request and if appropriate issue a permission number for PUBPOL 813. Students whose PUBPOL 741D grade is below A- may request to enroll in PUBPOL 813 by sending an email to the MIDP DGS (with cc to the MIDP Director of Student and Academic Services) who will evaluate their request in consultation with the instructor of PUBPOL 741. If the student is permitted to enroll in PUBPOL 813, the MIDP Director of Student and Academic Services will issue a permission number for enrollment in the course.

UNDERGRADUATE CLASSES

Courses numbered below the 500 level are not allowed to count toward the required credits needed for the MIDP degree. With the approval of their Director of Graduate Studies, graduate students may enroll in undergraduate courses, but these courses will not count toward any graduation requirements, **will not be included in a student's GPA calculation, and will not count towards their full-time status**. As such, the grading basis for such courses will be indicated with the asterisk (*) on the transcript. Graduate students must be classified as full-time students based on their graduate-level course enrollment as a prerequisite for enrolling in courses numbered below 500.

REGISTRATION AND ENROLLMENT (Sanford registration forms are located on the [Sanford School Registrar's website](#))

The drop/add period begins each semester immediately following the last day of registration and extends approximately through the first two weeks of the new semester (students should refer to the academic calendar for specific deadlines each semester). Students may drop a course through DukeHub any time prior to the end of drop/add, without permission from the instructor, and it will not appear as "withdrawn" on the Duke transcript.

After the drop/add period ends, students can no longer drop a course, but may be able to "withdraw" by completing a withdrawal form with the approval of the course instructor and the Director of Graduate Studies. Students may withdraw from a course up until the last day of classes of the current semester and will receive a W (withdrawn) grade on the transcript. No class may be added after the drop/add deadline.

SPECIAL ENROLLMENTS

Courses at the Fuqua School of Business, Duke Law School, Pratt School of Engineering, and Inter-institutional Courses require a separate registration process and approval in order to enroll. Instructions and forms will be distributed at the time of registration each semester.

AUDITING

Fellows who wish to complement their studies by auditing an additional course or seminar outside their expertise may do so with the approval of their advisor and the course instructor. A full-time, degree candidate may audit courses without additional charges during the fall and spring semesters. Registering for an official audit must be completed before the end of the drop/deadline. **No credit hours or grades are earned towards degree requirements for auditing a course** but the course will appear on the transcript as AD (audited). Students who officially audit a course are expected to attend and participate in all classes, and may be asked to complete some or all assignments dependent on the faculty's guidelines for auditors in their course. A fellow must obtain written permission from the instructor, either by signature on the Course Audit Form, or by email. The Course Audit Form must be completed and submitted to the Assistant Director of Student and Academic Services. Informal audits require instructor permission, but do not appear on the transcript. **Note: any course that has been audited may NOT be taken later for a grade.*

COURSE OVERLOAD

12 credits is the typical and recommended load per semester for MIDP fellows. The Duke system will allow graduate students to enroll in up to **16 credits per semester**, though this is not advised. If a fellow wishes to take more than 14 credit, he/she must seek the advice and approval of their academic adviser and the Director of Graduate Studies.

COMMUNICATION AND WRITING SERVICES

Unique to the MIDP program is our in-house writing and communication service that includes practicums in writing, editing, and presentations. These courses focus on professional communication skills in an international, policy setting and are designed to serve as a supportive supplement to your existing coursework. These courses are required for some and encouraged for all fellows. Practicums, listed below, carry 0 credits and do not count toward the degree requirements. In addition, the MIDP offers one-on-one tutoring upon request.

- PUBPOL 711 Public Policy Writing Practicum (fall)
- PUBPOL 712 Public Policy Presentation Practicum (spring)
- PUBPOL 713 Professional Editing Practicum (fall)

FOREIGN LANGUAGE COURSES INCLUDING ENGLISH

Foreign language courses do not count towards any MIDP degree. Duke's English for International Students (EIS) courses do not count toward the degree and are not permitted by the MIDP.

INDEPENDENT STUDY/RESEARCH

In exceptional cases and during the second year of studies fellows may request an independent study from an MIDP or Sanford Faculty member for a broad topic not otherwise addressed or offered in regular classes. Such requests must be approved by the Director of Graduate Studies according to procedures in Annex 1. Requests from accelerated degree seeking fellows will be considered for their summer semester only.

FIELD RESEARCH

In cases of research involving field interviews and personal or household surveys, fellows are expected to submit their surveys (after prior review by their master's project advisor) for clearance by Duke University's Institutional Review Board (IRB).

ASSISTANTSHIPS

The MIDP has a very limited number of assistantships reserved for 2nd year fellows. Opportunities for assistantships will be communicated in the semester prior to the semester in which the assistantship is available. Rising second year fellows may apply for advertised assistantships once they are announced.

ACADEMIC EXPECTATIONS

GRADES

Grades in the MIDP program are as follows: A, B, C, F, I and W.

"I" (incomplete) indicates that some portion of the student's work is lacking, for an acceptable reason, at the time the grades are reported. Sanford School graduate students have up to one year to resolve an incomplete (I), or it will become a permanent part of the student's record. The student and instructor should coordinate a timeline for submission of the missing work. Program or continuation/registration fees will be charged for students who must register for an additional semester to resolve an incomplete. Incompletes may not count towards graduation requirements.

"W" indicates withdrawal from the class is typically assigned when a student drops a class after the drop/add deadline has passed. A "W" will appear on the transcript for any courses dropped after the drop/add deadline.

ACADEMIC STANDING

All MIDP fellows are expected to remain in "good academic standing" throughout their studies at Duke University. To remain in good academic standing, and to graduate from the MIDP program, students must maintain at least a 3.0 (B) cumulative grade point average. Students are also expected to attend **ALL** classes, complete required assignments on time, and obtain A or B grades. Students falling below a 3.0 GPA jeopardize their financial support and are subject to dismissal.

Grades starting at a C+ and below are considered unsatisfactory. Fellows who receive a C+ grade or lower in any core MIDP course (Policy Analysis for Development, Economic Foundations for Development, Economic Growth and Development Policy, Applied Development Economics, Empirical Analysis for Development), and/or have a cumulative GPA below 3.0 will be placed on academic probation and informed of such in writing. Academic probation may result in the suspension of financial support awarded by MIDP or other funding sources. If the fellow continues to perform poorly while on academic probation, he/she will be considered for academic dismissal from the program.

Grades below “C-” are considered failing (there are no “D” grades in MIDP) and are assigned an “F.” A grade of “F” in a core course will normally result in dismissal from the program. A grade of “F” in any other course will result in academic probation, and possibly program dismissal.

LEAVE OF ABSENCE

Unforeseen circumstances (e.g., family crisis, medical issue) may require a student to take a leave of absence (LOA) from the program for a period of up to two semesters. A request for an LOA should originate from the student and be endorsed by the Director of Graduate Studies. Students who have been on an LOA and intend to resume a degree program must give their Director of Graduate Studies and program administrators a written notice thirty days before registration. Typically, a student can request a LOA only after completion of at least one full semester of the program.

TIME LIMIT FOR COMPLETION OF THE MASTER’S DEGREE

Students who are unable to complete the master’s degree requirements within 150% of the normal time for completion may appeal for an extension due to extraordinary circumstances or reasons approved by the Dean. Students must submit an appeal to and obtain the approval of their Director of Graduate Studies and the Associate Dean for Academic Programs. The change of an expected graduation date may be subject to the completion of new program requirements.

PLAGIARISM AND CHEATING

Plagiarism is the use of other people’s work without attribution as if it were one’s own. Cheating may include, but is not limited to, copying another student’s work, working with others (both giving and receiving help) on individual assignments and exams, sharing answers to exams taken in a course, or obtaining copies of an exam prior to the exam period. Duke University and MIDP consider plagiarism and cheating in **any class** to be a violation of the honor code. As provided under University regulations, failure to adhere to academic integrity regulations may result in **immediate dismissal**. Information on how to avoid plagiarism and cheating will be provided in MIDP orientation sessions and in individual courses. Should any fellow require further clarification about plagiarism or cheating, it is **his/her responsibility** to consult with his/her faculty advisor, or course professor. **It is always advisable to ask questions about plagiarism or cheating before turning in an assignment instead of finding out “after the fact.”** Each fellow is required to sign a professional code of conduct during orientation which binds the fellow to the academic rules and regulations of MIDP and Duke University.

PERSONAL RESPONSIBILITY

All fellows are expected to be respectful of their professors, their classmates, and all others in the Duke and Sanford community. Fellows are expected to submit all of their assignments on time and to be punctual for their classes. Any forms of harassment, particularly sexual harassment, **will not** be tolerated and may result in immediate dismissal from the program. We recognize that the definition of harassment differs from one culture to another, so we encourage fellows to seek advice from program faculty and staff and/or the Duke International Student Center if they are unsure of appropriate behavior in the United States. A copy of Duke’s harassment policy may be found at <https://studentaffairs.duke.edu/conduct/z-policies/harassment>, and is applicable to all Duke students, faculty and staff.

ADVICE AND ACADEMIC ADVISING

The Director of Graduate Studies (Cory Krupp), MIDP faculty, and the MIDP staff follow a two-pronged approach to academic advising in which the MIDP administrative team and faculty advisors support the following roles and responsibilities in the academic advising process:

- **MIDP Admin Staff:** advise students on progress to degree completion and meeting curricular and graduation requirements (e.g., taking sufficient credits each semester, advising which required courses should be taken in which semester, advising students when graduation application window is open and other academic or administrative deadlines). and identifying potential courses in other departments.
- **Faculty Members:** advise students on choosing between courses (subject to the above), helping students find out about courses in other units that might be of interest, helping students think broadly about their professional goals and connect with MP clients/advisors and people for informational interviews, etc.

More generally, MIDP faculty and staff are always prepared to provide guidance to fellows experiencing unexpected difficulties. Please consult them as needed, both for academic issues and personal challenges.

ANNEX 1

MIDP POLICY ON INDEPENDENT STUDIES

General policy: In exceptional cases, and normally for fellows in their second-year of studies, the MIDP program may consider requests for independent studies with an MIDP or Sanford Faculty member. Such studies should be for a topic which is not offered through a course and in which the proposed supervising faculty has special expertise. An Independent Study Form as well a written agreement between the student and supervising faculty detailing assignments and deadlines is required to enroll. Independent studies are not a substitute for the summer internship.

Scope of the study: The independent study project must be narrowly defined enough to lead to a paper in which an answer to a specific policy question is provided, or a specific research tool is developed (e.g., a survey, an evaluation of a past project, construction of a data set, etc.)

Relation with Master's Project: Independent study papers may not serve as the initial draft of one's Master's project, although they may address related or peripheral topics. The Master's project must address a broader issue, and contain analyses that go well beyond the issue considered in any independent study project. (See the guidelines for Master's projects.) Literature reviews in preparation for one's Masters' project are not considered an acceptable independent study project.

Limit per fellow: MIDP fellows may only enroll in one independent study over the 2-year MIDP program.

The Proposal: Fellows considering an independent study must develop a 2-page written proposal in which he/she: (i) clearly defines the proposed topic and study program (it should have a high intellectual content, equivalent to a 3-credit load; in special cases, fewer credits may be allowed); (ii) explains why he/she wishes to study this topic, (iii) demonstrates that it is not offered at Duke or UNC, (iv) specifies the expected deliverables; (v) provides a preliminary bibliography; (vi) indicates the faculty member with whom they propose to study and why; and (vii) proposes a timetable for completion of the study.

Procedures: The fellow should submit the proposal described above to the faculty member with whom the fellow wishes to study. If she/he approves, the proposed faculty member will sign the fellow's proposal, indicating his/her agreement to supervise the study. The fellow should then submit the proposal signed by the faculty member to the MIDP Director of Graduate Studies for approval. If approved by the DGS, the fellow must then complete the independent study form on the [Sanford Registrar's website](#) which includes uploading a copy of the approved proposal.

Timeline and Decision process: The deadline for submission of the independent study form on the [Sanford Registrar's website](#) is one week before the close of registration for the semester when the study would be undertaken. This means the fellow should obtain the supervising faculty member's approval and the DGS's approval well before this deadline. Before close of registration, an ad hoc MIDP faculty committee will evaluate the requests and make decisions about which are acceptable.

Accelerated degree seeking fellows: Fellows in the accelerated degree program follow the same procedure for requesting an independent study. Accelerated degree seeking fellows are only permitted to do an independent study during the summer semester.

Study Outcome: In addition to the final paper written for the independent study (which must be graded and approved by the supervising faculty member), fellows may occasionally be asked to make a public presentation of their findings for the benefit of the MIDP community.