

Duke | SANFORD SCHOOL *of*
PUBLIC POLICY

Undergraduate Handbook
2022-2023



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Key Contacts for PUBPOL Majors

Director of Undergraduate Studies

Professor Nathan Boucher
206 Rubenstein Hall
919-613-9359
nathan.boucher@duke.edu

Assistant Director of Undergraduate Studies

Professor Catherine Admay
282 Rubenstein Hall
919-613-9232
admay@duke.edu

Student Services Coordinator

Suzanne Pierce
104 Rubenstein Hall
919-613-7320
suzanne.pierce@duke.edu

Undergraduate Program Assistant

Garry Juhans
109A Rubenstein Hall
garry.juhans@duke.edu

The Undergraduate Program Coordinator and Program Assistant will be most helpful for general information about the major, including: advisors, course requirements, electives, independent study requirements and special programs.

Director of Undergraduate Internships Sanford Career Services

Elise Goldwasser
114 Rubenstein Hall
919-613-7311
elise.goldwasser@duke.edu

Assistant Internship Director Sanford Career Services; Embark Program Coordinator

Suz Allen
112 Rubenstein Hall
919-613-7426
suz.allen@duke.edu

Data Manager Sanford Career Services

Elizabeth Hoodless
109 Rubenstein Hall
919-613-7381

The Sanford Career Services Staff will be most helpful for information about internships, including: requirements, applications and connections to alums at key organizations of interest.

Sanford School Registrar

Anita Lyon
108 Rubenstein Hall
919-613-7382
anita.lyon@duke.edu

Dean of Sanford School

Professor Judith Kelley
124A Sanford Building
jkelly@duke.edu

Communication Etiquette

Please keep in mind the following when communicating with faculty and staff.

Emailing Faculty

- Address the faculty member with the proper surname (Professor, Dean, or Dr.). Be sure to spell the professor's last name correctly. This is very important with the initial email ... they will inform you if they would like to be addressed in a less formal manner.
- Keep your emails short and succinct.
- Do NOT wait until the last minute to request any necessary signatures or letters of recommendation. Faculty travel extensively for conferences and research so they may not be available the last day of a deadline.
- If you are requesting a meeting time, first check the faculty member's website. Often instructions on how to make an appointment are located there. If you can't find a scheduler then you need to ask "How is the best way to make an appointment with you?" This is better than asking when they are available or telling them when you are available.

Emailing Staff

- Be respectful. Although you may be frustrated with an established guideline, our role is to help you navigate the major requirements. The old adage is true: "You catch more flies with honey than you do with vinegar".
- Address staff members with the proper surname along with their appropriate title (Dr., Ms., Mr.). This is very important with the initial email ... they will inform you if they would like to be addressed in a less formal manner. Check that you have spelled the staff person's last name correctly.
- Respond in a timely manner. If we ask for a response, please respond. You expect staff to respond to your email in a timely manner, so please extend the courtesy to staff. We expect to hear back from you within three business days.
- We are here to help you succeed at Duke so please let us know if you need assistance.

Additional Note for Emailing Career Services Staff

- Make sure to put your name in the subject line of the email and add a few words to indicate the focus of the email (Jane Smith: Help with a Cover Letter or Jane Smith; Need More Places to Apply).

PUBPOL Major Requirements

5 Core Courses

1. PUBPOL 155D Introduction to Policy Analysis*
2. PUBPOL 301 Political Analysis for Public Policy
3. PUBPOL 302 Policy Choice as Value Conflict OR PUBPOL 330/GLHLTH 210 Global Health Ethics
4. PUBPOL 303 Microeconomic Policy Tools OR ECON 201D Intermediate Microeconomics I. Students who have taken ECON 201D cannot take PUBPOL 303.
5. STA 199L Introduction to Data Science and Statistical Thinking. ECON 104 may substitute for STATS 199L.

2 Required Courses

1. PUBPOL 304 Economics of the Public Sector
2. History Elective. This list of approved history courses is published on the Sanford undergraduate website each semester prior to the advising period.

4 Electives

- 4 PUBPOL electives at the 160-699 level (one of which MUST be a 400-699 level course)

Internship (PUBPOL 120)

- Students must register for PUBPOL 120 during Summer Session 2 of the summer they are completing their internship.
- **INTERNSHIP REQUIREMENT WAIVED - Class of 2023**
In light of the difficulties posed by COVID-19, we waived the internship requirement for the Class of 2023. This waiver applied to any student who declared a PUBPOL major by April 30, 2021.

IMPORTANT:

- *PUBPOL 155 is a prerequisite for all of the core courses except PUBPOL 303 and STA 199L. It is also the gateway course for the PUBPOL major.
- Public policy courses used towards the major requirements must be taken for credit and cannot be taken as Satisfactory/Unsatisfactory. The only exception is the PUBPOL 120 Internship course – zero credit, satisfactory/unsatisfactory grade. Students will see a dash “-“ on their transcript to indicate a satisfactory grade.

Internship Requirement

The internship gives you a chance to see how the skills and knowledge you have acquired in your core courses apply in a real-world context. It also gives you a chance to gain exposure to different jobs in policy and advocacy.

Where Do You Start?

1. Set up your profile in Handshake
2. Set up an in-person or Zoom meeting with your internship TA as soon as that person emails you.
3. Remember to put your name in the subject line of any email you write to the Sanford Career Services team. Due to the large amount of emails they receive, you will NOT receive a response if you don't include your name in the subject line of the email.
4. Learn the course requirements needed prior to the internship placement.
5. Put important dates and deadlines into your calendar NOW.

[Career Services Staff](#)

[Course Requirements](#)

[Important Dates and Deadlines](#)

[Internship Funding](#)

[Academic Year Internships](#)

[Summer Internships](#)

[Where Do I Start with the Internship Process](#)

[Internship Planning](#)

[Internship Approval](#)

[Accepting an Internship Offer](#)

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[Steps for a Successful Search](#)

Electives – requesting alternative course for requirements

Students may request approval for a non-PUBPOL course to count towards the elective requirements for the PUBPOL major. The course must have a large percentage of public policy content to be considered for approval.

PROCEDURE:

- 1) Complete *Course Approval for PUBPOL Major Elective Requirements* form
- 2) Include syllabus of course
- 3) Send #1 and #2 to Suzanne Pierce, Student Services Coordinator, at suzanne.pierce@duke.edu.

Click [here](#) for form

Is there a Course Sequence? No. But

PUBPOL 155 Introduction to Policy Analysis is a prerequisite course for all of the core courses except PUBPOL 303 and STA 199L. This is also the gateway course for the major.

Courses to complete prior to internship requirement:

Students must complete three core courses (PUBPOL 155, STA 199L, PUBPOL 301 or PUBPOL 302) to register for PUBPOL 120. GLHLTH 210 may substitute for PUBPOL 302.

PUBPOL 304 Economics of the Public Sector – usually taken during senior year.

Interdepartmental Major:

If your academic interests encompass PUBPOL and another academic discipline in Trinity College, you may wish to consider declaring an interdepartmental major.

Please see this website for Duke's policy and procedure for the Interdepartmental major:

<https://trinity.duke.edu/undergraduate/academic-policies/majors-minors-certificates-interdepartmental-major>

PUBPOL Guidelines for Interdisciplinary Major (IDM) proposals

- Students must take:
 - 4 of the 5 PUBPOL core courses:
 - PUBPOL 155D Introduction to Policy Analysis. This course is a prerequisite for all of the core courses except PUBPOL 303 and STA 199L and is the gateway course for the major.
 - PUBPOL 301 Political Analysis for Public Policy
 - PUBPOL 302 Policy Choice as Value Conflict OR PUBPOL 330/GLHLTH 210 Global Health Ethics
 - PUBPOL 303 Microeconomic Policy Tools OR ECON 201D Intermediate Microeconomics I
 - STA 199L Intro to Data Analysis and Statistical Thinking. ECON 104 may substitute for STA 199L
 - Internship (PUBPOL 120)
 - 2 PUBPOL electives

PROCEDURE:

- Set up a meeting to discuss the PUBPOL IDM requirements with Professor [Eric Mlyn](#), Lecturer in the Sanford School of Public Policy.
- Find a faculty advisor in both academic departments to supervise your IDM major. Meet with both advisors to review your course selection.
- Email the proposal to [Suzanne Pierce](#) for final review of the public policy courses.
- Have faculty advisors and Directors of Undergraduate Studies sign for both academic departments.
- Once the form has been approved by both academic programs, then submit the signed form and worksheet to Dean Liguozhang for final approval.

Independent Study

Independent study enables a student to pursue for course credit individual interests under the supervision of a faculty member. There are 2 types of independent study courses: Independent study (non-research) and Research Independent Study.

PUBPOL 391 Independent Study. Supervised reading in a field of special interest under the sponsorship of a faculty member. Requires a substantive paper containing significant analysis and interpretation. Consent of instructor and director of undergraduate studies required.

- Does not bear a Research (R) code and does not satisfy any general education requirements.

PUBPOL 393 Research Independent Study. Individual research in a field of special interest under the supervision of a faculty member, the central goal of which is a substantive paper containing significant analysis and interpretation of a previously approved topic. Consent of instructor and director of undergraduate studies required.

- Does bear a Research (R) code and satisfies one of the general education Research requirements.
- One research independent study may be submitted and approved for a Writing (W) code in addition to the R code designation, but no other curriculum codes are permitted for research independent study courses. Students who wish to request a W code must take the appropriate form to 02 Allen Building by the end of drop/add period in the semester in which the student is enrolled in the independent study.
- The Request for the Writing Code form may be found here:
<https://trinity.duke.edu/undergraduate/academic-policies/independent-study>

REGISTRATION PROCEDURE:

1. Review Duke's Independent Study Policies and Procedures:
<https://trinity.duke.edu/undergraduate/academic-policies/independent-study>
2. Find a PUBPOL faculty member to supervise your independent study course.
3. Complete the PUBPOL independent study form (Adobe sign) and have faculty advisor and Director of Undergraduate Studies review and sign.
4. Anita Lyon, Sanford Registrar, will email you with the permission number to enroll in the course.
5. Register for the course in DukeHub.

Independent study form can be found [here](#)

COMPLETION OF INDEPENDENT STUDY:

Upon completion of the independent study course, please email the following information to Suzanne Pierce, Undergraduate Program Coordinator, at Suzanne.pierce@duke.edu. 1) Reading list; 2) meeting log: include the dates and times that you met with your faculty supervisor. Must be signed by faculty supervisor; 3) final product.

Graduation with Departmental Distinction

Two Tracks to Honors:

- 1) Honors Seminar PUBPOL 495
 - 2) Independent study
-
- 1) The two-semester seminar provides students with the additional support of feedback from seminar participants, trains students in the presentation of research results, offers the opportunity for research funding, and can generate additional recognition (i.e. designation as a PUBPOL Honors Program Scholar).
 - 2) The independent study route may be chosen by students who realize after they have produced significant seminar/independent study papers that they are interested in pursuing topics in even more depth than they did in their class papers. The same standards will be used in judging papers whether they come from the honors seminar or through the independent study track.

GPA Requirements

For entry into either of the two tracks, a student must have at least a 3.40 average in a subset of core courses taken to date (i.e., PUBPOL 155D, 301, 302, and 303/substitute).

Distinction Requirements

For graduation with departmental distinction, students are required to complete an honors seminar or independent study project and produce an honors research project. To be awarded Distinction in Public Policy, a student must receive no less than an A- on the research paper as determined by the honors program director and have at least a 3.4 average in a subset of core courses (i.e., PUBPOL 155D, 301, 302, and 303/substitute). If a student is judged to have done a clearly superior research project, as evidenced by a grade of A or A+ as determined by honors program director, and if the 3.40 or higher average in the above sunset of course is attained, Highest Distinction in Public Policy is awarded. The proposed program of research must be approved in advance by the Director of Undergraduate Studies.

[Honors FAQs](#)

[Honors Funding Opportunities](#)

Study Away Opportunities

The Sanford School of Public Policy sponsors two programs that are open to all Duke majors.

Duke in Glasgow

Fall Semester at the University of Glasgow

Each fall, a seminar-sized contingent of students travel to Scotland to study policy issues at the University of Glasgow, historically esteemed for its contribution to political economy and moral philosophy. Students participate in a number of important cultural and political institutions as well as sightseeing excursions to explore the diversity of the UK. All students enroll in a specifically designed course on British Policy and politics, while three additional elective courses may be chosen from the University's regular offerings. During this study abroad semester, the 400-699 level PUBPOL elective requirement may be fulfilled, along with 2 PUBPOL additional electives.

Core Course:

PUBPOL 450SA Glasgow Seminar in Public Policy
(CCI, R, SS). 1.0 credit.

Analysis of the British political system and important public policy problems in Britain including privatization, British and the European Community and economic and social policy.

Please contact Annalisa Kristoffersen in PUBPOL for more information. She can be reached at 919-613-9374 or annalisa.kristoffersen@duke.edu.

Duke in DC – Policy, Leadership and Innovation

Spring semester in Washington, DC

The Duke in DC program offers a unique and exciting opportunity to live, study, and work in the nation's capital. This is your opportunity to experience up close how public policy shapes society and your place in it. Whether your future is as a lawyer, a social entrepreneur, a teacher, a high-tech innovator, an artist, or simply an engaged citizen, public policy matters to you – this program helps you understand how. During this spring semester-long program, students enroll in three (3) PUBPOL elective courses and one (1) independent study for course credit. The internship may fulfill the required public policy internship requirement.

PUBPOL 217SA/POLSCI 240SA Theory and Practice: People, Places and Policy Cases
(SS). 1.0 credit. Substitutes for PUBPOL 301.

This applied political analysis course features prominent speakers from Congress, the White House, government agencies, the media, and interest groups who can apply public policy theory and analysis to real-world policy cases.

PUBPOL 390A/POLSCI 290A The UN Security Council and World Peace: Hope or Fantasy? (SS). 1.0 Credit

This course will examine the UN Security Council's history of authorizing war, denying the use of force, or working to avoid war through diplomacy. It will also examine cases where the great powers deliberately avoided the Security Council and went to war without UN approval. The UNSC has increasingly relied on sanctions to address threats to peace and security, and we will examine the range and efficacy of sanctions to deter conflict. The course will closely examine the Iran nuclear deal and the Syrian war/ISIS, two matters where the Council has played and will continue to play a key role. States. (SS). 1.0 credit

This course illuminates the role of citizens and interest groups in shaping the policy agenda.

- 1) Illuminating through academic work the scope, dimensions, and enduring importance of pluralism in American democracy;
- 2) Offering you an opportunity to get to know what we might call "the real DC" (the urban metropolis where everyday Americans live and real social problems exist, as opposed to the "political DC" of national elites and young politicians just passing through); and
- 3) Providing you a chance to reflect thoughtfully and critically on the semester, most importantly on the ethical dilemmas and core insights that have emerged.

PUBPOL 261SA/POLSCI 241SA Whose Democracy? Participation and Public Policy in the United

PUBPOL 460SA/POLSCI 460SA Politics and Policy Practicum (SS, R). 1.0 credit

In this course, students develop policy expertise and professional skills relating to their Washington internship. The course provides students with skills that enhance their internship experience and that prepare them for future research and policy work. The skill-building components may include: analyzing sources of information, interviewing for research and for policy analysis, doing sensitivity analysis, providing constructive criticism, negotiating policy agreements, and briefing expert and non-expert audiences.

Internship

Working in an internship each week throughout the semester, you will contribute meaningfully to the work of a governmental office, nonprofit, or company working on agenda-topping public policy issues. Because most interns don't arrive until summer, you are likely to be given extra responsibility very quickly.

Please contact Lisa Kukla in PUBPOL for more information. She can be reached at 919-613-9214 or lisa.kukla@duke.edu.

Duke-Approved Programs

Many PUBPOL majors participate in study abroad programs that are sponsored by other American/foreign universities and providers, and are approved by the Duke Global Education Committee. Students earn transfer credit only, which may fulfill requirements for majors, minors, certifications, Areas of Knowledge, and the FL Mode of Inquiry with special approval.

Two transfer courses will count towards the PUBPOL major requirements. To see if your course has already been approved by the Global Education Office, please see their GEO approved course database:

https://globaled.duke.edu/academics/course_approval

If the PUBPOL course is NOT located in the GEO approved course database, you will need to receive PUBPOL departmental approval for the course. Complete Global Education's [Request New Course Approval Form](#) prior to the start of your semester abroad.

Contact:

Professor Catherine Admay
Assistant Director of Undergraduate Studies
282 Rubenstein Hall
919-613-9232
admay@duke.edu

Research Assistantships

The EADS Family Undergraduate Research Endowment Fund provides funding to encourage undergraduate public policy majors to become involved in faculty research projects. The PUBPOL faculty members will post their projects online at the beginning of each semester. Programs are also available during the summer session.

Past Projects:

Public and Private Health Insurance in the U.S.

Professor Kate Bundorf

On Guard for Peace and Socialism: The Warsaw Pact, 1955-1991

Professor Simon Miles

Targeting of Environmental Infrastructure in the Middle East

Professor Erika Weinthal

Head Injuries and the SES of College Football Recruits

Professor Charles Clotfelter

Higher Education Policy Projects, including the study of the Historically Black Colleges and Universities (HBCUs)

Professor Deondra Rose

Health Policy and Inequalities Research Storytelling

Professor Kathryn Whetten

Environment-Development Tradeoffs Globally

Professor Alex Pfaff

Developing a Robust Curbside Composting Program with the City of Durham

Professor Matthew Johnson

Advising

If PUBPOL is right for you as a first or second major, follow the major declaration guidelines established by Duke's Academic Advising Center.

<https://advising.duke.edu/students>

Faculty Advising:

All PUBPOL majors are automatically assigned a faculty advisor in the Sanford School. Students are strongly encouraged to meet with their faculty advisor to inquire about course selections, career and internship aspirations, research opportunities, etc. You will receive an email stating your faculty advisor assignment within 2 weeks of your major declaration.

However, you may select a different faculty advisor with that faculty member's permission.

PROCEDURE:

- 1) Contact the faculty member directly to receive permission.
- 2) Email Suzanne Pierce, Student Services Coordinator, for this change to be made in DukeHub. She can be reached at suzanne.pierce@duke.edu.

Department Advising:

All PUBPOL first majors are REQUIRED to meet with the Undergraduate Program Staff each advising period prior to course registration. These meetings allow for discussion of major requirements, individual progress towards the degree and clearance for enrollment eligibility in DukeHub. Information regarding appointment scheduling will be emailed prior to the advising period.

Second majors are not required to meet with the PUBPOL undergraduate staff but it is highly recommended to make sure that you are on the correct path to finish the PUBPOL major requirements.

The Public Policy Majors Union (PPMU)

The Public Policy Majors Union (PPMU) is the official organization representing undergraduates at the Sanford School. Led by PUBPOL students, the PPMU engages students in the life of the Sanford School and provides opportunities to learn and network outside of the classroom.

PPMU provides student input on administrative and academic matters; plans community-building events involving students, faculty and alumni; and creates networking and other professional opportunities for students.

The group's career guidance series, *Career Talk*, brings policy practitioners to campus to talk about employment opportunities in the field. PPMU also assists with hosting the school's biannual Board of Visitors meetings, and serves as the primary source of student perspectives for the Sanford administration and faculty.

2022-2023 Majors Union Officers

- **President:** Elyse Demas
- **Vice President of Academic Affairs:** Theiija Balasubramanian
- **Vice President of Career Affairs:** Andrei Santos
- **Vice President of Communications:** Chinmay Amin
- **Vice President of Social and Community Planning:** Durga Sreenivasan and Grace Andrews

Undergraduate Certificate Programs in Public Policy

Health Policy Certificate

Jointly sponsored by the Duke-Margolis Center for Health Policy and the Sanford School of Public Policy, this certificate combines real-world experiences and stimulating coursework in policy related to health and health care. Prepares students to pursue careers in health systems, government, and not-for-profits/for-profits dealing with health policy.

Child Policy Research Certificate Program

Sponsored by the Center for Child and Family Policy, the Child Policy Research Certificate Program builds students' knowledge of child and family issues, while also providing the necessary academic tools for students to engage in research that informs policy and practice. Drawing on child and family-related courses taught in other departments, including Psychology, Public Policy, Sociology, Economics, and Education, the certificate offers an interdisciplinary look at the issues shaping today's children and adolescents.

The Policy Journalism and Media Studies Certificate

The DeWitt Wallace Center for Media and Democracy, part of Duke's Sanford School of Public Policy, offers this certificate. As global communications undergoes a period of rapid and profound change, this certificate is designed for students interested in preparing for careers in media policy, journalism, or any of the associate professions.

To add a certificate program to your academic plan, complete the Registrar's online form:

<https://trinity.duke.edu/undergraduate/academic-policies/change-major-minor-certificate>

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Special Programs

Sanford Embark Program: Navigating Policy & Advocacy Careers

Embark is a student-driven initiative that helps students navigate and network to find jobs and career paths in policy and advocacy-related areas (e.g., NGOs; Think Tanks; Capitol Hill; Campaigns; City, State and Federal Government; Public Service Law, etc.).

Embark programming helps guide students in their networking-based job search so they can figure out what kinds of entry-level policy jobs in advocacy, politics and policy they are equipped for. Connecting with Duke Alumni who are already working in those areas is a major focus of the program because the policy/advocacy job search is less defined than the on-campus recruitment process for management consulting and finance positions.

Embark's objectives are:

- 1) to connect students to alumni who work in organizations or political offices of interest to specific undergraduates.
- 2) to create a sense of community among students who want to make a positive social impact through their work.
- 3) open up the range of job/career possibilities and provide real resources to explore them.

We welcome inquiries from students who are interested in learning more about the Embark student leadership team.

To subscribe to the Embark email listserve, contact

Suz Allen
Embark Program Coordinator and Assistant Internship Director
Sanford Career Services
112 Rubenstein Hall
919-613-7426
suz.allen@duke.edu

Hart Leadership Program

Founded in 1986 with a generous gift from Milledge A. Hart III and his family, Hart Leadership Program (HLP) was the first endowed leadership program for undergraduates in the United States. Since then, thousands of Duke undergraduate students have participated in HLP courses or experimental programs.

This program uses a four-prong approach:

- **Courses** give students analytical frameworks for grappling with the problems facing our global community.
- **Immersion experiences** outside the classroom help students see how policy works in the real world.
- **Writing and discussion** challenge students to reflect critically on their experiences and make sense of them.
- **One-on-one mentoring** helps students develop the skills, confidence and motivation to translate their learning into action.

The Hart Leadership Program offers 7-10 courses each semester, serving an average of 400 Duke undergraduate students a year.

Hart Leadership Experiential-Learning Programs

- **Service Opportunities in Leadership:** An intensive 12-month leadership program for Duke undergraduates that combines academic study, research service-learning, mentoring and leadership training.
- **The Hart Fellows Programs** offers recent university graduates a 10-month fellowship with innovative organizations in developing countries. A competitive application process takes place each spring.
- **The Entrepreneurial Leadership Initiative (ELI)** engages, educates, and empowers Duke students to pursue innovative solutions to university, community and global problems. In ELI students learn how to act on their passions to address real-world problems and to create real results.
- **The Research Service-Learning Pathway** integrates research, service and critical reflection with core public policy courses.

Visit the Hart Leadership Program [website](#) for more information.

Research Centers and Programs

The faculty of the Sanford School of Public Policy lead or collaborate with a wide variety of on-campus interdisciplinary research centers that are exploring vital policy questions and bringing provocative and timely speakers to campus. These research hubs can offer students opportunities to work with faculty on ground-breaking research and to engage with leaders in many fields.

[DeWitt Wallace Center for Media and Democracy](#) is Duke University's hub for the study of journalism. The center studies the interaction between news media and policy; supports watchdog and accountability reporting in the U.S. around the world; and teaches about the media's role in democracy. The center manages the undergraduate [Policy Journalism and Media Studies Certificate](#).

Director: Philip Napoli, James R. Shepley Professor of Public Policy

[Duke American Grand Strategy \(AGS\) Program](#) is an interdisciplinary initiative spanning public policy and political science that creates and disseminates new knowledge in the grand strategy field. The mission of the program is to prepare the next generation of strategists by studying past generations and interacting with current strategic leaders. Through courses, distinguished lectures, and active learning opportunities, participants in AGS have the opportunity to interact with leaders from the world of policy as well as the best scholars writing on these topics today. The program is building a research community of faculty, graduate students, and undergraduates who are committed to deepening their understanding of America's role in the world – past, present and future.

Director: Peter Feaver, Professor of Political Science and Public Policy

[Duke Center for Child and Family Policy](#) brings scholars from many disciplines together with students, policymakers, and practitioners to address problems facing children in contemporary society. As a national leader in addressing issues of early childhood adversity, education policy reform, youth violence and problem behaviors, and adolescent substance abuse prevention, the center bridges the gap between research and policy by assisting policymakers in making informed decisions based on sound evidence and research. The Center also manages the [Child Policy Research Certificate program](#) which offers Duke undergraduates a chance to explore child and family policy issues through interdisciplinary study, while conducting original research on real-world policy issues.

Director: Jennifer Lansford, Research Professor of Public Policy

Hart Leadership Program is the first endowed undergraduate program at a major university to emphasize ethics, service, social entrepreneurship and the responsibilities of leadership as part of its curriculum. See Special Programs section for more information.

Director: Andrew Nurkin, Associate Professor of the Practice

POLIS: The Center for Political Leadership, Innovation, and Service seeks to inspire a new generation of political leaders and engaged citizens devoted to fixing the problems of contemporary politics. POLIS promotes what politics could be through classes, a speaker's series, trainings, podcasts, open and civil dialogue, and collaboration with students, faculty, staff, other North Carolinians, and reform-minded individuals throughout the country.

Director: Deondra Rose, Assistant Professor in the Sanford School of Public Policy

The World Food Policy Center (WFPC) seeks to bridge research, policy and practice to address issues of food security. The center's work spans global, regional, and local food policy and model food communities. Our overarching priorities are Hunger and Malnutrition; Obesity and Diet-Related Disease; Agriculture and the Environment; and Food Safety and Food Defense. The WFPC identifies critical multi-stakeholder problems and harnesses research, creates an evidence base, convenes change agents and collaborates with policymakers and institutions to improve practices and policies that affect our food system, with positive impacts on public health, the environment, economic development, and social/cultural traditions, with a focus on low-income, marginalized communities. WFPC collaborates with faculty across Duke who offer courses that address food security issues, and who offer students opportunities for research and paid or volunteer work experiences in this broad field. The center also seeks to connect student affinity groups and internship opportunities.

Director: Norbert Wilson, Professor of Public Policy

4+1 Accelerated Master of Public Policy

The 4+1 Accelerated Master of Public Policy tract is an opportunity for Duke undergraduate PUBPOL majors to complete both their undergraduate and master's degrees in five (5) years. Majors who are able to pursue graduate-level coursework during the senior year are eligible to apply in the spring semester of their junior year. Students will complete the entire 51 graduate credits required for traditional 2-year MPP students. This is a continuous enrollment program so students may not take a leave of absence between the undergraduate and graduate degree.

Requirements:

- 1) Must be a Duke University undergraduate PUBPOL major.
- 2) Must have a 3.5 GPA overall and also in the PUBPOL major. Must maintain through junior year.
- 3) Must have a GRE in the top quartile. GRE is taken in the fall or spring of junior year.
- 4) Must meet with the PUBPOL Director of Undergraduate Studies and MPP Director of Graduate Studies prior to applying.
- 5) Must have three letters of recommendation – we suggest two faculty and one internship/professional letters.
- 6) Complete [online](#) MPP application

Deadlines:

- April 20 (junior year): application deadline
- May 1: Notification of admission decision
- May 15: Commit to accept admission

Contacts:

Ken Rogerson, Director of Graduate Studies – MPP Program, rogerson@duke.edu

Nathan Boucher, Director of Public Policy Undergraduate Studies, nathan.boucher@duke.edu

Jessica Pan, Director of Admissions & Financial Aid, jessica.pan@duke.edu

Suzanne Pierce, Student Services Coordinator, suzanne.pierce@duke.edu

Yearly Events:

Honors Poster Session

Each November, the Sanford School of Public Policy recognizes the students who have successfully completed the two-semester honors program. The poster session gives each student the opportunity to discuss their research project with other undergraduates and faculty members. We recommend that students who are considering the honors program attend the poster session to learn more about honors topics and the overall process to complete a honors paper.

Sophomore Fair

Each spring semester, the Sanford School of Public Policy holds a Sophomore Fair to offer recently declared PUBPOL majors the opportunity to ask detailed questions about the major requirements. Representatives from the undergraduate administration, Career Services, and faculty members present information that is pertinent for the successful completion of the PUBPOL major. This is a great opportunity for students to ask any questions they have about Sanford and the PUBPOL major.

Graduation

Each May, the Sanford School of Public Policy hosts a ceremony honoring our graduating seniors. Detailed information is sent to students and family members in February.

Graduation Awards:

- *Best Honor Thesis*
- *Joel Fleishman Distinguished Scholar Award* – This award is presented annually by the Sanford School of Public Policy to recognize the graduating major with the highest academic achievement in Public Policy Studies.
- *Terry Sanford Leadership Award* – This award is presented annually by the Sanford School of Public Policy to a graduating major recognizing their achievement in leadership. Students are nominated by faculty and staff and voted on by the faculty committee.
- *Susan E. Tift Teaching and Mentoring Award* – This award is presented to a Sanford faculty member who has made outstanding contributions to the teaching mission of the undergraduate program and has a deep commitment to the intellectual, professional and personal development of undergraduate majors in public policy.
- *Senior Commencement Speaker* – Each year at the Public Policy graduation ceremony a senior makes a speech, which usually runs a maximum of 6-7 minutes. This is often the highlight of the ceremony.

The Sanford School Buildings

The Sanford Building and Rubenstein Hall are located at the corner of Science Drive and Towerview Road, across from the Duke Law School.

Card Access: Duke Card access for undergraduates is from 6:00 AM until midnight.

Computer Usage: The Sanford School is fully equipped for wireless networking. You can log on to the Duke Network from all common areas as long as your laptop is registered with Duke OIT.

<https://oit.duke.edu/what-we-do/applications/dukeblue>

Duke Network ePrint Service:

<https://oit.duke.edu/what-we-do/applications/eprint>

Eprint Locations:

Sanford Building – Lobby Alcove

Rubenstein – Mail Room 145

The Sanford School Computer Lab: The lab is not part of the OIT lab system and is not generally available for undergraduate student use. Undergraduates may request access for honors course work or for faculty research projects. Requests for undergraduate access to the Sanford computer labs should be submitted by faculty to ppshelp@duke.edu.

Recycling: Large, centrally located blue bins are clearly labeled and available to dispose waste items. Please do your part and help keep us green by taking advantage of this convenience.

Saladella Café at Sanford, a popular eatery on the ground floor of the Sanford Building, offers salads, hot soups, tortilla wraps, sandwiches, yogurt, fruit, bagels, cookies, and several beverages. Hours are from 8:00 AM – 5:30 PM, Monday thru Thursday, and 8:00 AM-3:00 PM on Friday. They accept points, Flex, and cash.

Vending Machines: Located adjacent to Fleishman Commons and on the ground level of Rubenstein Hall.

Forms

[PUBPOL Major Requirements](#)

[PUBPOL Independent Study Form](#)

[Course Approval for PUBPOL Major Elective Requirements](#)

[PUBPOL Honors Program Application](#)

[PUBPOL Honors Project Reimbursement Form](#)

Career Services Staff

Elizabeth Hoodless – elizabeth.hoodless@duke.edu

Database (Handshake) Manager
109 Rubenstein Hall

- Helps with any Handshake challenges.
- Assigns you a PUBPOL 120 TA, from Sanford's Masters in Public Policy Program.

PUBPOL 120 Teaching Assistant (TA):

- Sends you the Sanford resume template and assists you with formatting.
- Shows you how to effectively use Handshake.
- Communicates important dates and deadlines.

After creating a profile in Handshake and receiving TA resume approval, make an appointment in Handshake with an internship advisor:

Elise Goldwasser – elise.goldwasser@duke.edu

Director of Internships
114 Rubenstein Hall

OR

Suz Allen – suz.allen@duke.edu

Assistant Director of Internships
112 Rubenstein Hall

How can Elise or Suz Allen support me with my internship?

- Brainstorm internship ideas based on your interests and geographical preferences.
- Introduce you to alums and other contacts at organizations that interest you.
- Provide next level feedback on your resume.
- Help you craft a cover letter that demonstrates how your skills and experience fit a specific job description.
- Help you identify places that have hired Duke interns in past years.
- Communicate with Suzanne Pierce in the Undergraduate Program Office about your progress towards graduation.
- Communicate with faculty across the university about the internship requirements.

Internship Funding

- **DEADLINE!** Application for Funding is due February 1, 2023. The form can be found in Handshake.
- Students who receive financial aid from Duke are eligible to apply to the Sanford Internship Office for assistance with cost-of-living expenses during their required internship. The amount is based on the Cost-of-Living Index.
- Funding is only available for those doing their required internship in the summer.
- You do **NOT** have to know where you are interning in order to apply for funding.

Internship Approval

- All internships are subject to approval by Elise and Suz based on faculty criteria and guidelines.
- Even if an organization is already listed as an employer in Handshake, your specific internship is subject to review and approval or rejection based on the work plan you provide in the Handshake Experience you will submit.
- Internships completed prior to declaring the major will NOT be counted towards the internship requirement. This policy is enforced by the Duke University's Registrar's Office. There is no retroactive approval.

INTERNSHIP CRITERIA

For an internship to be approved to meet the PUBPOL internship requirement, you must demonstrate:

- Your day-to-day work must incorporate an analytical component or be project-oriented rather than being purely administrative or direct community service (such as tutoring or building a clinic).

Internships that WILL count:

- Any nonprofit, government, education, or military organization (.org, .gov, .edu, or .mil).
- The only internships with .com that will count are internships on a government relations team or those with a political strategy or political communications firm. Working on a political campaign does meet the public policy requirement. However, Duke is not allowed to fund political campaign internships.

Duke Internship Programs that WILL count:

- Stanback Internships (paid environmentally-focused internships offered through the Nicholas School)
- Hart Leadership Program/SOL
- Duke in DC Spring Semester Program
- Duke Engage
- Bass Connections projects provided they span both semesters during the school year
- Required military service

Internships that will NOT count:

- Internships in finance, business, or commercial consulting.

Timeframe for Internship Completion:

- School-year internships are not permitted unless you are completing your internship through the Duke in DC Spring Semester program or a 2-semester Bass Connections project.
- Students are required to do the internship during the summer.

Course Requirements

The following courses must be completed prior to starting your internship:

- PUBPOL 155
- STA 199L (ECON 104 may substitute for STA 199L)
- Either PUBPOL 301 or PUBPOL 302. GLHLTH 210 may substitute for PUBPOL 302

This reduced requirement allows you to complete your internship in the summer after either your sophomore or junior year. We still encourage you to take as many public policy core courses as possible before completing the internship, as you will be a stronger internship applicant.

Summer Internships

Number of Hours Required for Summer Internship:

- 350 hours
- Students can request to combine two internships in order to meet the 350-hour requirement. You must complete two internship records and two personal evaluations but only one final internship project. If you combine internships, then each must be at least 100 hours. You may not combine a summer and an academic year internship.

Deadlines:

- Last day of classes (LDOC) – fill out the Experience, including your workplan, on Handshake.
- June 21st – last day to register for PUBPOL 120 in Summer Session 2
- August 1st – final internship paper is due. Upload to Handshake.
- August 1st – student and supervisor evaluations are due to be completed in Handshake

Registering for PUBPOL 120:

- PUBPOL 120 is a zero-credit, no-cost course you must complete to fulfill the internship requirement.
- Enroll in the PUBPOL 120 course for Summer Session 2. Once your supervisor and Elise or Suz have approved your Experience, you will join a list to receive a permission number to enroll in the course. You will receive this permission number in mid-June from Suzanne Pierce, Student Services Coordinator. **Please do NOT email Suzanne asking for a permission number.**
- Deadline to enroll: Summer Session 2 Drop/Add
- You must make yourself eligible to enroll in summer courses by following these steps
<https://registrar.duke.edu/registration/about-registration>
- Grading: Satisfactory/Unsatisfactory. On your transcript, you will see a dash “-“ to indicate Satisfactory.

Where do I start with the internship process?

1. Update your profile in Handshake (your basic information was uploaded during the summer).
2. Identify which employers or types of organizations are interesting so you will receive alerts about relevant info sessions and jobs/internships. Respond to the first email from your PUBPOL 120 TA.
 - a. Update them about when you plan to do your internship.
 - b. Do not delay in responding to the PUBPOL 120 TA. We want to make sure that you do not get behind on the internship process.
3. Work with your PUBPOL 120 TA on two assignments:
 - a. Put your resume in the required Sanford format they have provided. While you are working on it, go ahead and use Handshake to make an appointment with one of the Sanford internship advisors (Elise or Suz).
 - b. Create a spreadsheet in Google Docs with a few names of places that interest you and bring the link to your first meeting with your internship advisor.
4. Upload your resume into Handshake when your TA gives you the final approval.
5. Create a LinkedIn profile. Your PUBPOL 120 TA can assist you.
6. Connect with Elise Goldwasser and Suz Allen on LinkedIn.

Steps for a Successful Search

1. Have your resume approved in PUBPOL format by your PUBPOL 120 TA.
2. Create an appointment in Handshake to meet with Elise or Suz.
3. When meeting with Elise or Suz:
 - a. Bring your computer.
 - b. Bring the link to your Google doc where you will be tracking internship applications.
 - c. Be prepared to take extensive notes in this session and to set up “next steps”.
4. After your initial meeting with Elise or Suz:
 - a. Always email your next steps to your PUBPOL 120 TA, Elise and Suz after all your meetings.
 - b. **IMPORTANT:** Put your full name in the subject line of emails.

Where to Apply?

Tips:

- Be first to apply to your top organizations.
 - Include places where Sanford students have interned before or where Duke Alumni work.
 - Balance the number of places that are recognized nationally and are very competitive with smaller, less well-known places that might give you more responsibilities. Elise and Suz can help with this.
 - Include places where you, Elise or Suz might know someone or organizations that our employer outreach coordinator has partnered with.
- Watch for early deadlines.
 - The State Department, CIA, and other federal agencies have early fall deadlines.

Places to Start Looking for Internships:

Internship Databases:

- *Handshake*
- *LinkedIn*
- *Idealist*
- *Brad Traverse* (Hill/DC jobs). Free access to more robust listings: Log In: cl209@duke.edu and password: SanfordDuke
- <https://www.conservativejobs.com/>
- *Daybook* (advocacy, politics, non-profits nationally)

IMPORTANT: Elise and Suz are available to suggest additional places

Internship Planning – Initial Stages

- Tracking your applications
 - Create a google doc to track the places you are applying, their deadlines, and when they will make selections. Elise and Suz will need to access this google doc throughout the search process. A sample is available in the Handshake document library.
- Develop a targeted cover letter
 - Get Elise or Suz to help you develop your first cover letter customized to a specific internship’s job description.
 - You can work on this in person or over email.
 - For tips on writing a cover letter, see Handshake’s Document Library: search phrase “cover letter”.

Internship Planning – Mid Stages

- What happens after sending out 15-20 applications?
 - Strategize with Elise or Suz about whether/how to follow-up and how to make possible alumni connections.
 - Use the [Duke Alumni Directory and LinkedIn](#)
- No offers by March 7th? IT HAPPENS.
 - Contact Elise or Suz ANYTIME. It’s our job to support you and help you find additional contacts and organizations where you can apply.
 - IMPORTANT: Don’t wait until April to contact Elise or Suz. It’s harder to find internship opportunities at that point.

Accepting an Internship Offer

1. **Log in to Handshake and create an Experience that includes a customized workplan.**
2. **Fill out the workplan**
 - Have a discussion with the person who will be your direct supervisor at your internship work site.
 - Review with that person what you will be doing over the course of your internship.
 - Make note of your specific tasks and deliverables.
 - Do NOT cut and paste a description of the organization into the workplan.
 - Do NOT cut and paste a general job description. Write it from a first-person perspective, e.g., “I will be conducting research on the impact of tax incentives on electric car purchases in the U.S.”
 - List the more complex tasks first (e.g., list the research you will be doing at an advocacy group first and list canvassing further down the list).
3. **Registering for PUBPOL 120:**
 - PUBPOL 120 is a zero-credit, no-cost course you must complete to fulfill the internship requirement.
 - Enroll in the PUBPOL 120 course for Summer Session 2. Once your supervisor and Elise or Suz have approved your Experience, you will join a list to receive a permission number to enroll in the course. You will receive this permission number in mid-June from Suzanne Pierce, Student Services Coordinator. **Please do NOT email Suzanne asking for a permission number.**
 - Deadline to enroll: Summer Session 2 Drop/Add
 - You must make yourself eligible to enroll in summer courses by following these steps
<https://registrar.duke.edu/registration/about-registration>
 - Grading: Satisfactory/Unsatisfactory. On your transcript, you will see a dash “-“ to indicate Satisfactory.

Finalizing the Process

1. All internship documentation is due on August 1st by 11:59 PM. This includes your evaluation of the internship experience, your supervisor's evaluation and your final assignment.
2. You can find the student evaluation in Handshake.
3. Complete 1 of the 3 assignments.
 - Even if you do two separate internships, you only need to complete one final assignment. However, you need to complete your evaluation for each place you interned. Details describing the 3 assignment options are available in Handshake Document Library.
4. Before your last week at the internship, schedule an in-person review/exit interview with your supervisor and make sure they have completed their evaluation in Handshake. Sanford's Career Services Office will send them a link to the evaluation in July.

IMPORTANT! We will NOT accept ANY late assignments without our explicit permission in writing. You must request any extensions by email and you must receive explicit permission for extensions before the deadline. The grading for PUBPOL 120 is determined by a “-“ on your academic record for the successful completion of the internship experience and all documents. Any internship assignment or evaluation that we receive after the deadline will result in a blank grade for PUBPOL 120. If you do not receive a “-“ grade, you will need to retake PUBPOL 120 the following summer. If you need to complete the internship the summer after your senior year, your graduation date will change from May to September.

Important Dates and Deadlines

Important Dates and Deadlines for PUBPOL 120 – Summer Session

Action Item	Deadline
Update your profile in Handshake	As soon as you declare your major
Submit Internship Experience to Handshake	LDOC
Register for Summer Session 2 for PUBPOL 120. Once your supervisor and Sanford have approved your Experience, you will join a list to receive a permission number in mid-June from Suzanne Pierce, Student Services Coordinator.	Last day of Summer Session 2 drop/add period.
Supervisor Evaluation (they will receive a link from the Sanford Internship Office.)	August 1
Upload Internship Final Assignment to Handshake	August 1
Complete Student Evaluation in Handshake	August 1

Honors FAQs

THE “WHATS” AND “WHYS”

1. What is an honors thesis anyway?
 - It is a year-long intensive research experience where you do your **own research** on a topic of **your choosing**.
2. What happens if I complete the honors thesis?
 - You are eligible to **graduate with distinction**. This is among the highest honors that Duke bestows on its undergraduates.
3. Why would I do an honors thesis?
 - Graduating with distinction sends a **very strong signal to employers/graduate schools** that you are among the best of the best.
 - You will get to know your advisor really well, leading to **great letters of recommendation**.
 - A chance to conduct original research. Many honors students say that doing an honors thesis is the **best academic experience** they have at Duke.
 - You become the “expert” in something and this provides you with potential **topics to use in interviews** for jobs and graduate schools as an example of how you work.
4. When do I do an honors thesis?
 - The **year-long project** goes from second semester of your junior year through first semester of your senior year.

LOGISTICS OF ENROLLING/QUALIFYING FOR HONORS

5. How do I enroll?
 - Fill out this form: https://duke.qualtrics.com/jfe/form/SV_1GGCmjWEi0aoniU
6. What happens after I send in my form?
 - The honors director will let you know **in December**, after grades for the Fall 2022 semester, have been finalized.
 - If you are eligible, the director will send you a permission number to enroll in the honors course.
 - You are **guaranteed** a spot in the honors course if you qualify.

7. Is there a deadline for the form?
 - Yes. **October 28, 2022.**
 - Please note: You will submit the form by October but then you will not be notified until December if you qualify. After grades for Fall 2022 have been released, we will notify you if you are eligible for honors.

8. Can anyone do an honors thesis?
 - No. To qualify for honors, you have to have a **3.4 GPA** for four core PUBPOL courses (155, 301, 302, and 303).
 - If your GPA is below 3.4, you can still enroll in the honors course and complete a thesis, but you will not be eligible to graduate with distinction.

9. What if I haven't taken all of my core courses yet?
 - You can be enrolled in the honors course **at the same time** that you are taking any of the three post-155 core PUBPOL courses.
 - When you complete those courses, we will calculate your GPA and let you know if you qualify.

10. Is there a class I have to take?
 - Yes, there are 2 - **PUBPOL 495S.01** in the spring and **PUBPOL 496S.01** in the fall. The thesis writing process requires two semesters. It meets semi-regularly on Friday afternoons.
 - They are **for-credit courses** and you will receive a grade in the courses.
 - You will need a permission number. For the first course in the spring, you will receive the permission number in December.
 - Both courses count as the **upper-level elective requirement** and are coded as both W and R.

11. What if I enroll in the program and then decide I don't like it?
 - You can drop the course during drop/add.
 - You can take one semester of the course and then not take the second semester course.

DECIDING ON TOPICS AND FINDING ADVISORS

12. What if I don't know what I want to study?
 - **That is OK.** Fill out the form with **your best guess** as to what you want to do, and we will work with you in the first few weeks of the course to refine your question/topic.

13. Can I change my topic after I start the course?
 - **Yes.** The initial form is to provide us with an idea of what you will do, but if the idea changes or doesn't work out, **you can switch** to something different within the first few weeks of the spring semester.

14. What if I don't know who my advisor will be?

- **Not a problem.** The honors director will work with you to identify and contact an advisor.

15. Does my advisor have to be in public policy?

- While advisors from Sanford are preferred, they can be faculty **from any department.**

MISCELLANEOUS

16. Is there any other way to do an honors thesis?

- You can complete an honors thesis by doing an independent study during your senior year. See the information on the [Independent Study Route](https://sanford.duke.edu/academics/undergraduate/honors-programs/two-tracks)
<https://sanford.duke.edu/academics/undergraduate/honors-programs/two-tracks>
- We strongly encourage students, however, to complete an honors thesis by taking PUBPOL 495S.

17. Can I count my honors thesis as an honors thesis for my other major?

- You can write one thesis and have it be eligible for honors in two departments. However, the thesis has to meet the requirements of both departments. See here: <http://trinity.duke.edu/undergraduate/academic-policies/gwd>

18. I am doing Duke in DC or I will be abroad in junior spring. Can I still do honors?

- Yes, for abroad in junior spring, but no if you are doing Duke in DC. Contact Prof. Gibson-Davis at cgibson@duke.edu for more details.

Additional questions, Contact Prof. Gibson-Davis at cgibson@duke.edu or go to Sanford's honors website:

<https://sanford.duke.edu/academics/undergraduate/honors-programs>

Honors Funding Opportunities

Research Funding (EADS/TRE Fund)

With thanks to the generosity of the Eads Family Undergraduate Research Fund, Dean Arlie Petters and Trinity College, the Sanford School of Public Policy is able to provide up to \$2,500 for undergraduate research.

To receive the funds, students must be declared Public Policy undergraduates involved in research projects that are part of the PUBPOL honors program.

Applications for funding are due by Monday, March 20, 2023. We will notify you of possible funding by Friday, March 31, 2023. Apply for funding [here](#).

We recommend having your project proposal ready to copy/paste into the form and your complete budget as a Word or Excel document ready for upload.

IMPORTANT: If you are working with human subjects, you must receive approval from [Duke's Institutional Review Board](#). A copy of the IRB approval must be sent to Pam Lewis at garry.juhans@duke.edu.

At the end of the summer, you will be asked to write a one-page recap of your summer research project. Samples will be sent with a reminder around the first of August.

Questions may be directed to suzanne.pierce@duke.edu, Student Services Coordinator.

Poster Session Funding

Honor students may also be awarded up to \$200 for honor's presentation. Keep track of all expenses and receipts and submit with this [form](#) to garry.juhans@duke.edu when all expenses are finalized.