



UNDERGRADUATE HANDBOOK

2024/2025

Duke

SANFORD SCHOOL *of*
PUBLIC
POLICY

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Key Contacts for PUBPOL Majors

Director of Undergraduate Studies

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Student Services Coordinator

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*The Undergraduate Program Coordinator
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
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elise.goldwasser@duke.edu

Career Services Operation Coordinator Sanford Career Services

Jeff Oesch
109 Rubenstein Hall
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*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
anita.lyon@duke.edu

Dean of Sanford School

Professor Judith Kelley
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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.

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**. STA 101L, STA 102L, STA 104L, STA 111L, STA 130L, STA 198L, or ECON 104 may substitute for STA 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

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 PUBPOL 155 which is offered as a satisfactory/unsatisfactory (S/U) course.

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

Click [here](#) for form

Is there a Course Sequence? No. But

1) 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.

2) Courses to complete prior to internship requirement:

For students to qualify to complete their internship, they must have completed at least 3 of the following 6 required courses:

- **STA 199L** Intro to Data Science
- **PUBPOL 155** Introduction to Policy Analysis
- **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
- **PUBPOL 304** Economics of the Public Sector

From this list of courses, at least one course needs to be PUBPOL 155, PUBPOL 301, or PUBPOL 302/GLHLTH 210.

3) PUBPOL 304 Economics of the Public Sector – usually taken during junior or 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. STA 101L, STA 102L, STA 104L, STA 111L, STA 130L, STA 198L, or ECON 104 may substitute for STA 199L
 - Internship
 - 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. Register for the course in DukeHub.

Independent study form: [Independent Study | Sanford School of Public Policy \(duke.edu\)](#)

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.

Internship Requirement

- All undergraduate students majoring in public policy, Program II, and inter-departmental majors must complete their internship during the summer after their sophomore or junior year. Students must complete a minimum of 350 hours of an internship to meet the criteria of the requirement.
- Students must have completed three (3) of the required courses below.
- Students can request to combine two (2) internships during the same summer to meet the 350-hour requirement. In this case, students must complete two internship experiences and two evaluations. Each of the two internships must last a minimum of 100 hours.
- Past internships can not retroactively satisfy the requirement.
- Students have two (2) options to complete their internship during the academic year (fall/spring):
 - Duke in DC Spring Semester Program.
 - Two (2) consecutive semesters of the same Bass Connections project.
- A summer and an academic year internship in Bass Connections or the Duke in DC program cannot be combined to satisfy the internship requirement.
- Students cannot begin their required internship nor count their internship hours until their Sanford Undergraduate Internship Experience Approval form has been completed in Handshake and it has been approved by the onsite Internship Supervisor and the Director of Undergraduate Internships. If students begin their internship prior to these official approvals, the hours will not count toward the required 350 minimum.

INTERNSHIP SEARCH PROCESS

Step 1. Declare your major, determine that you will have taken enough pre-req courses, and mark critical deadlines.

- Declare your major. Only declared majors can count their internships as the requirement.
- Confirm that you have taken the appropriate prerequisite courses.
You must complete at least 3 (three) of the following 6 (six) required courses, to complete a required internship. From this list of courses, at least one course needs to be PUBPOL 155, PUBPOL 301, or PUBPOL 302/GLHLTH 210.
 - **STA 199L** Intro to Data Science or STA 101L, STA 102L, STA111L, STA 130L, STA140L, STA 198L or ECON 104
 - **PUBPOL 155** Introduction to Policy Analysis
 - **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

- **PUBPOL 304** Economics of the Public Sector
- Critical deadlines:
 - Watch for early internship application deadlines: The State Department, CIA, FBI, and other federal that conduct lengthy security clearance processes have early fall deadlines.
 - LDOC – Submit your Sanford Undergraduate Internship Experience Approval form into Handshake.
 - August 1 – Supervisors and interns receive evaluation links from Handshake.
 - September 5 – Deadline to submit Sanford Undergraduate Internship Evaluation form by intern and supervisor via Handshake.

Step 2: Prepare for your first appointment with the Director of Undergraduate Internships:

- Update your profile in Handshake, created by Duke.
- Email a draft resume in the required Sanford format to Director of Undergraduate Internships.
- Email a screen shot of prerequisite courses to Director of Undergraduate Internships.
- Share Google spreadsheet with at least 2-3 organizations of interest to review with the Director of Undergraduate Internships.

Step 3: Meet with the Director of Undergraduate Internships:

- Schedule an appointment via Handshake to discuss your interests and goals.
- If substantial progress has not been made in your internship search by March 1, reach out to the Director of Undergraduate Internships for further individualized support.

SUPPORT FROM THE DIRECTOR OF UNDERGRADUATE INTERNSHIPS

- Individual resume and cover letter preparation based on Sanford curriculum, specific job descriptions, and policy fields.
- Brainstorming possible internship ideas, based on personal interests, skills, previous experiences, and geographical preferences.
- Connections with alumni and contacts at relevant organizations.
- Exposure to relevant organizations where Sanford students completed their internships in the past.
- Assistance with identifying faculty, staff, and organizations that might not be actively advertising current openings for interns.
- Assistance determining if specific internships meet the established faculty criteria for the requirement.
- NOTE: The Sanford Career Services Team (including the Director of Undergraduate Internships) is not responsible for advising on immigration status.

DETERMINING IF INTERNSHIP SATISFIES INTERNSHIP REQUIREMENT

You must demonstrate that their daily work is analytical or project-oriented, rather than being only administrative or direct community service (such as tutoring or building a clinic). Internship search resources and list of past internships are accessible at

<https://careerservices.sanford.duke.edu/undergraduate-resources/>

Internships that satisfy the internship requirement:

- Internships with any nonprofit, government, education, or military organization (.org, .gov, .edu, or .mil).
- Exception: for a .com internship to satisfy the requirement, it must be on a government relations team or with a political strategy or political communications firm or on a political campaign.

Internships that DO NOT satisfy the internship requirement:

- Internships in finance, business, or commercial consulting.

INTERNSHIP APPROVAL PROCESS

- All internships are subject to prior approval by the Director of Undergraduate Internships, adhering to Sanford faculty criteria and guidelines.
- Even if an organization is already listed as an approved employer in Handshake, each specific internship is subject to review and approval/ rejection based on the individual workplan that you submit as part of the Sanford Undergraduate Internship Experience Approval form they complete in Handshake.
- The Director of Undergraduate Internships reviews the Sanford Undergraduate Internship Experience form completed by you to confirm that the internships meet the requirement.

DOCUMENTING AN ACCEPTED INTERNSHIP IN HANDSHAKE

1. Meet virtually or in-person with the hiring manager or direct supervisor at the internship site. Discuss in depth what your day-to-day tasks and your long-term deliverables will be. This is to help you have clear assignments and goals throughout the summer. The more specific your outline is, the faster your internship will be approved.
2. After you have met virtually with their onsite internship supervisors to complete their workplans, you are advised to make an appointment with the Director of Undergraduate Internships to review the details before you take Step 2.
3. Log into Handshake and create a Sanford Undergraduate Internship Experience Approval form that includes a customized workplan. The Experience will be reviewed against the

faculty criteria to determine if it satisfies the internship requirement. **Stanback interns must complete both a Stanback and a Sanford Experience in Handshake.**

4. Fill out the work plan in detail:

- Do NOT cut and paste a general job description. Provide personal tasks, deliverables, and goals for the internship. This will be determined during discussion with the onsite internship supervisor.
- Review with the onsite internship supervisor exact tasks and projects over the course of the internship.
- Make note of specific tasks and deliverables.
- Compose the work plan 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.” Plans that are not complete or clear will be sent back for further clarification.
- List the more complex tasks first (e.g., list the research you will be doing at an advocacy group first and lists canvassing further down the list), following the resume format.

COMPLETING THE DELIVERABLES FOR THE INTERNSHIP REQUIREMENT:

- All internship documentation is due on September 5th by 11:59 PM. This includes the Sanford Undergraduate Evaluation form by both you and your internship supervisor.
- Before the final week at the internship, schedule an in-person review/exit interview with the onsite internship supervisor and make sure they have completed the Sanford Undergraduate Internship Evaluation form in Handshake. Sanford’s Career Services Office will send you a link to the evaluation in early July.

SANFORD SCHOOL INTERNSHIP FUNDING PROGRAM

All students are automatically reviewed for funding, however consideration is given only if students meet all of these criteria:

- The application deadline to be considered for funding is June 1 (Sanford Undergraduate Internship Experience forms by you and you internship supervisor must be completed by June 1).
- To be considered, students must complete a FAFSA and demonstrate institutional financial need as determined by Karsh Office of Undergraduate Financial Support.
- Sanford Career Services Summer Internship Funding cannot be used for funding internships for political campaigns (for an individual or an issue), a PAC 501c4, or a political party.

Sanford Career Services will inform students by email of the funding decision.

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 subset 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.

*** Beginning with the class of 2026, the GPA cutoff to qualify for the honors program will be 3.7.**

Honors FAQs

The Whats and Whys of an Honors Thesis

1. What is an honors thesis?

It is a year-long intensive research experience where you do your own research on a topic of your choosing.

2. When do I do one?

Most commonly, the **year-long project** goes from second semester of your junior year through first semester of your senior year. Students who are abroad in the spring can complete the year-long project by completing two independent studies during their senior year.

3. Why would I do one?

- You have the desire to explore a policy research question in depth, have an interest in determining whether academic research might be a potential career path; or want to have the opportunity to work closely with an expert in a particular policy field.
- 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. How do I do one?

Most students will complete the honors thesis by taking a two semester honors seminar (PUBPOL 495S in spring and PUBPOL 496S in fall). Students who are abroad in spring and cannot take this two course sequence can complete an honors thesis by doing two independent studies in their senior year, one in each semester.

5. What happens if I complete an honors thesis?

- You are eligible to graduate with distinction or with highest distinction. Graduating with distinction is among the highest honors that Duke bestows on its undergraduates.
- Students who have earned an A- on their thesis (and have satisfied the GPA core course requirements) will graduate with **distinction**.
- Students who have earned an A or A+ on their thesis (and have satisfied the GPA core course requirements) will graduate with **highest distinction**.

6. 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). **IMPORTANT: Beginning with the class of 2026, the GPA cutoff to qualify for the honors program will be 3.7.**
 - 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.
7. What if I haven't taken all of my core courses yet? Can I still qualify?
 - Yes. You can be enrolled in the honors seminar or the independent study at the same time that you are taking any of the three post-155 core PUBPOL courses.
 - When you complete those courses, the honors director will calculate your GPA and let you know if you qualify.
 - If you complete the core courses and do not have a 3.4 GPA, you can still complete a thesis, but you are not eligible to graduate with distinction.

Enrolling in the Honors Seminar

1. Do I have to take a class?
 - 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 requirement** and are coded as both W and R.
2. How do I enroll?

Please fill out the [Honors Form Fall 2023](#). The form is due in mid-fall (see form for specific deadlines).
3. What happens after I submit my form?
 - The honors director will let you know **in December**, after grades for the Fall 2023 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.
4. What if I enroll and 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.

5. What's the deadline for the form?

Deadline: October 27, 2023.

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 2023 have been released, we will notify you if you are eligible for honors.

6. I don't know what I want my thesis to be about. Can I leave that space blank?

No, do not leave it blank. It is important that you start thinking about your thesis topic prior to enrolling in the class. Please provide your best guess of what topic will be. You can change the topic later if you need to.

The Independent Study Route

1. What does the process look like?

- You will enroll in an independent study (PUBPOL 494) in the fall of your senior year.
- During the fall, you will work on your proposal. At the end of the fall semester, you will turn your proposal into the honors director. The honors director will provide you with feedback as to whether the proposal is likely to result in an honors thesis that will merit distinction.
- During the spring semester, you will provide your thesis to the honors director, and they, in consultation with your advisor, will decide whether the thesis merits graduation with distinction.

2. How do I enroll in the independent studies route?

- Prior to the end of drop/add in the fall of your senior year, you should complete an independent study form. You will check the "honors project track" box, You will enroll in PUBPOL 494.
- Once your independent study has been approved, you will receive a permission number to enroll in the course.

3. Who should pursue a thesis through the independent study route?

- The option is designed for students who are not on campus during their spring semester of their junior year (e.g., they are doing Duke in DC or study abroad).
- Students who are on campus during the spring semester of their junior year should complete an honors thesis through the honors seminar.

Advisors

1. How do I identify an advisor?

- Reach out to professor who taught courses related to your research project.
- Search the Sanford faculty by [research theme](#).

2. Does my advisor have to be in public policy?
While advisors from Sanford are preferred, they can be faculty from any department.
3. What is the role of the advisor?
 - Every student who completes an honors thesis will need an advisor. The advisor will help you with the substantive area of your thesis.
 - For those completing the honors thesis through the independent study route, your advisor will also be the supervisor of your independent studies.
4. What do I need to identify my advisor?
 - Students who are completing the honors seminar route should ideally identify a thesis advisor in the fall of their junior year. If students can't identify a thesis advisor then, they should identify one in the early weeks of the spring semester. If you don't have an advisor by the time you complete the honors seminar form, you can leave this space blank.
 - Students who are completing the honors thesis through the independent study route, will need to identify an advisor prior to enrolling in the first independent study.

Other Questions

1. I am doing Duke in DC or will be abroad in the spring. Can I still do a thesis?
If you will not be on campus during junior year spring, you can complete an honors thesis by taking two independent studies during your senior year, one each semester.
2. Can I count my thesis as an honors thesis for another major?
You can write one thesis and have it eligible for honors in two departments. However, the thesis has to meet requirements of both departments. See here:
<https://trinity.duke.edu/undergraduate/academic-policies/gwd>
3. What's the difference between completing an honors thesis through the honors seminar versus doing two independent studies?
 - The qualifications for, and the standards used to judge the thesis, are the same, regardless of which route students take to complete a thesis. Students can graduate with distinction either way.
 - The honors seminar, however, offers students a more structured experience, with enhanced opportunities for advisor and peer feedback. The honors seminar also offers students additional methodological instruction. We therefore strongly encourage students to complete their thesis through the honors seminar rather than by completing two independent studies.

Additional questions, Contact Prof. Mallory SoRelle at mallory.sorelle@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 18, 2024. We will notify you of possible funding by Friday, March 29, 2024. 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 Suzanne Pierce at suzanne.pierce@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 the honor's presentation. Keep track of all expenses and receipts and contact Suzanne Pierce, Suzanne.pierce@duke.edu, for processing information.

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 Suzanne Pierce, Student Services Coordinator, at Suzanne.pierce@duke.edu for more information.

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 the Global Education Office for more information.

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:

Understanding the Effects of Covid Pandemic on Low-Wage Working Parents with Young Children

Professor Anna Gassman-Pines

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

Professor Simon Miles

Targeting of Environmental Infrastructure in the Middle East and North Africa

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.

2023-2024 Majors Union Officers

- **President:** Kennedy Jones
- **Vice President of Academic Affairs:** Chloe Decker and Kathryn Anderson
- **Vice President of Career Affairs:** Aden Klein and Karina Marinovich
- **Vice President of Communications:** Isabella Delgado
- **Vice President of Social and Community Planning:** Reese du Pont and Erika Pietrzak

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.

Effective Fall 2023, Journalism and Media is now a minor at Duke. The Journalism & Media minor replaces the Policy Journalism & Media certificate. All students currently enrolled in the PJMS certificate program can switch to the minor with all credits towards the certificate transferring to the minor. For students who are not currently enrolled in PJMS, the JAM minor is the only option. No new enrollments will be allowed in the certificate program, which is being phased out and replaced by the JAM minor.

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

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

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](#)