SPRING 2020 INDIVIDUAL TUTORIAL APPLICATION

Tutorial Forms are due by 5:00pm on November 13, 2019

Students should complete this form and collect signatures from the faculty sponsor and advisor the term prior to when the tutorial will take place. The form should then be submitted to the Associate Dean for Faculty Affairs for provisional approval. Upon approval, the course will be added to your schedule by the Registrar during registration.

Name: ___________________________________________ Current Term Standing: ________

Fall _____ Spring _______ Full term_____ 7-week _______ P/F_____ Letter _______
Grade ________

Tutorial Title: __________________________________________
(Please indicate the name of the course/project as you would like it to appear on your transcript)

Faculty Sponsor: ________________________________

Approximate hours of class meetings/week: ____ + hours outside of class/week: ____ = Total hours/week: ____

Number of credits proposed:
(For 7-week tutorials, double the hours per week are required, e.g. 12 hours per week for 2 credits)

☐ 4 credits: approximately 12 hours workload per week including class meeting time
☐ 2 credits: approximately 6 hours workload per week including class meeting time
☐ 1 credit: approximately 3 hours workload per week including class meeting time

What is the specific work you will be doing in this course?

What papers, projects, other work products will be generated? In what ways will you document your learning?

How will this work be assessed by the faculty sponsor?
Faculty Sponsor Signature: ___________________________________________ Date: _______________

I confirm that I will oversee this tutorial and the credit hours fit the learning proposed. This tutorial has been discussed with my discipline group to ensure that there will be no curricular redundancies created and to ensure that the content fits with longer-term curricular planning.

Technician/Instrumentalist Supervisor Signature: __________________________ Date: ______________

Tutorials that will be overseen by a technician or instrumentalist also require the approval of their supervisor.

Advisor’s Signature: ______________________________________________ Date: ______________

I confirm this tutorial fits with the student’s plan and provides material and learning not available in other courses in the curriculum.

Associate Dean’s Signature: ________________________________________ Date: ______________