



GINS 4900 [0.5 CREDIT], TUTORIAL IN GLOBAL AND INTERNATIONAL STUDIES

FORM INSTRUCTIONS

GINS 4900 is an independent reading course that requires departmental permission prior to a student's registration in the course. GINS 4900 is a 0.5 credit course offered in the Fall, Winter and Summer semesters, but it is not a regularly scheduled course with an assigned topic. Students will normally require fourth year Honours standing and permission of the Program Director to register. The procedure is for interested BGIInS students to contact a faculty member with a proposed topic of interest that they would like to study. Students may contact BGIInS core faculty or affiliated faculty (all are listed on the BGIInS website) with their proposal, but students should note that not all faculty will be available to supervise tutorials at any given time. Students should give ample time to contact and meet a prospective supervisor ahead of the term in which they wish to register in GINS 4900. In setting up a meeting with a prospective supervisor for GINS 4900, students should be prepared to bring the attached form for discussion, their proposal (details and structure can be determined by prospective supervisor) and any supporting materials as necessary.

To be included with this form is a prospective course outline (outlining the topic and objective of the course), frequency of meetings, the basis of how the student will be graded and a bibliography (if available). Once completed, the student and faculty supervisor will sign the form and will then submit it to the Program Director for review. If approved, a space is created for the student in the course and the student is contacted for further registration instructions.

GINs 4900 TUTORIAL FORM

To be registered in GINS 4900, students must:

- Complete the form and supporting documentation and submit to the BGIInS Program Director for review
- If approved, formally register in the course on Carleton Central

Both steps above must be completed by the last day of registration and course changes in the respective term as indicated in the University Calendar.

NAME: _____ **STUDENT NUMBER:** _____

CARLETON E-MAIL: _____ **PHONE NUMBER:** _____

SPECIALIZATION: _____

TOPIC OF PROPOSED TUTORIAL: _____

SIGNATURES:

FACULTY SUPERVISOR: _____ **DATE:** _____

STUDENT: _____ **DATE:** _____

PROGRAM DIRECTOR: _____ **DATE:** _____

Please provide a prospective course outline for the proposed tutorial. This should include a detailed statement regarding the content and organization of the proposed tutorial, the probable frequency of meetings between the student and faculty supervisor, an outline of how the student will be evaluated and a sample bibliography. Please attach additional sheets as necessary.