

Prerequisites: Permission of the Department and agreement of an instructor. The instructor must be a member of the faculty of the Department of Political Science.

Note: Fourth Year courses, including Tutorials, are normally reserved for Honours students in their final year. See the current *Undergraduate Calendar*. Tutorials are not intended to be used as electives for students who have minimal background in Political Science. It is expected that students will have completed the 2000-level course in the area of the tutorial as well as at least one additional credit in the relevant Political Science field.

Student Name	Student Number
Degree Program/Major	Concentration (if applicable)
Telephone Number	Carleton E-Mail Address

Attach a detailed outline of the course and work to be pursued. The outline must include the following:

- Tutorial title and name of instructor
- A brief course description including the content and the objectives of the tutorial being offered
- Outline of required texts and/or other assigned readings.
- Explicit requirements regarding students' participation (e.g., meetings, reports) and course work (i.e., assignments and essays), including due dates and grade weight of each component.
- The schedule of student-supervisor meetings, including the frequency and duration of meetings and total number of hours.

Outlines should be typed, signed by both the instructor and the student participating in the Tutorial. Signatures and dates from the instructor and student must be obtained prior to final submission to the Undergraduate Supervisor.

Note that students will not be permitted to register in a tutorial without the completion of this form and requisite components, including all required signatures.

Tutorial Supervisor	Signature
Undergraduate Supervisor Approval	Date

Please return this form to the Undergraduate Administrator in Loeb B640 or to psci.advising@carleton.ca no later than one week before the last day of registration for the term. Consult the [academic calendar](#) for specific dates for each term.

(For office use) Banner registration created by:	Date:
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Student's Name	Student Number
Student C-Mail	

The final letter grade assigned for the tutorial is as follows:

Letter Grade
Remarks

Please indicate whether this course falls within a concentration, and which concentration it fulfills:

Falls within a concentration: <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes, please indicate which concentration this course fulfills:</i>
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Instructor's Name & Department	Instructor's Signature & Date

To Faculty Supervisors:
 Please complete and return this grade sheet to
 the Undergraduate Advisor at PSCI.Advisor@carleton.ca
 within 10 business days of the last day of classes for the term.