

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 or two additional credits in Political Science.

Student Name	Student Number
Degree Program	Major
Telephone Number	Carleton E-Mail Address

Tutorial Title and Description

Please attach a detailed outline which includes all of the following:

- Learning goals and objectives;
- A list of required readings necessary to meet learning goals and objectives;
- A description of the deliverables, including assignments, participation, or other elements that will count towards the evaluation of your performance and grade, including corresponding due dates and relative weights of each;
- A statement regarding the penalty for late submission of work;
- Frequency and manner of planned contact with instructor.

Tutorial Supervisor _____ **Signature** _____

Undergraduate Supervisor Approval _____ **Date** _____

Please return this form, along with attached outline, to the [Undergraduate Administrator](#) in Loeb B640.

BANNER registration created on _____ **by** _____

All Tutorial proposals must include the following components:

- A course title and paragraph describing the topic of the tutorial;
- Learning goals and objectives;
- A list of required readings necessary to meet learning goals and objectives;
- A description of the deliverables, including assignments, participation, or other elements that will count towards the evaluation of your performance and grade, including corresponding due dates and relative weights of each;
- A statement regarding the penalty for late submission of work;
- Frequency and manner of planned contact with instructor.

Outlines should be typed, and the form 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.

Please 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.