



**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.***



Student's Name	Student Number
Student C-Mail	

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

Letter Grade
Remarks

Instructor's Name & Department	Instructor's Signature & Date

Please return this grade sheet to the Undergraduate Advisor  
at [PSCI.Advisor@carleton.ca](mailto:PSCI.Advisor@carleton.ca) no later than December 21, 2020.