

Undergraduate Tutorial Form Instructions:

Tutorials are independent reading courses which require departmental permission before an override allowing registration is provided. Tutorials are not scheduled courses with assigned topics. A tutorial is a half credit course offered in Fall, Winter, Spring and Summer terms. Students must secure one of our faculty members as a supervisor and provide a proposal of a research topic they are interested in studying.

Students may check our Departmental website for the list of our faculty and their current research interests. A faculty member may not be available to supervise your tutorial in the term you wish to register (ie. if they are on sabbatical, have a heavy Graduate student supervision load, etc.). If the faculty member agrees to your request to supervise the tutorial, a meeting is set up and the tutorial form completed together.

Included on the form must be the topic, the objective of the course, the frequency of meetings, the basis of a final grade, as well as a bibliography. Once the form is completed, the student and faculty member sign and it then goes forward to the Chair's office for approval. Once approved, a space is created and the student is contacted with the registration information [CRN]. This process must be completed by the last day of registration.

**CARLETON UNIVERSITY
DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY
COURSE-RELATED TUTORIAL**

To be registered in a tutorial course offered by the Department of Sociology and Anthropology, students must:

- complete the form and obtain the approval of the Chairperson of the Department;
- formally register for the tutorial course, following the instructions found in the Registration Instructions and Class Schedule.

BOTH STEPS ABOVE MUST BE COMPLETED BY THE LAST DAY FOR REGISTRATION AND COURSE CHANGES, AS INDICATED IN THE UNIVERSITY CALENDAR.

NAME: _____ **STUDENT NUMBER:** _____

PHONE NUMBER: _____

STUDENT STATUS:

Full Time _____
Part time _____
Special _____

PROGRAM:

B.A. _____
Hons Anthropology _____
Hons Sociology _____
Other _____

YEAR:

2nd _____
3rd _____
4th _____

TUTORIAL NUMBER (check appropriate course number)

<u>Fall Term</u>	<u>Winter Term</u>	<u>Spring Term</u>	<u>Summer Term</u>
SOCI 2910	SOCI 2920	SOCI 2910	SOCI 2920
ANTH 2915	ANTH 2925	ANTH 2915	ANTH 2925
SOCI 3910	SOCI 3920	SOCI 3910	SOCI 3920
ANTH 3915	ANTH 3925	ANTH 3915	ANTH 3925
SOCI 4910	SOCI 4920	SOCI 4910	SOCI 4920
ANTH 4915	ANTH 4925	ANTH 4915	ANTH 4925

TOPIC: _____

PREVIOUS AND/OR CONCURRENT TUTORIALS (course number and topic):

SIGNATURES:

TUTOR: _____ DATE: _____

STUDENT: _____ DATE: _____

DEPARTMENTAL CHAIR: _____ DATE: _____

Continued...

Please provide a detailed statement concerning the content and organization of the tutorial, the probable frequency of meeting and the basis of the grade assignment. A bibliography may be included. Attach additional sheets if necessary.