Undergraduate Tutorial Form Instructions:

Tutorials are independent reading courses which require departmental permission before a student can register. It is not a scheduled course with an assigned topic. Tutorials are half credit courses in either Fall or Winter term. A student contacts one of our faculty members with a proposal of a research interest they would like to study.

Students can check our Departmental web site for the list of our faculty and their current research interests. Not all faculty are available to supervise tutorials (ie. if they are on sabbatical, have a heavy Graduate student supervision load, etc.) If the faculty member is available, a meeting is set up. Print and complete the form at the meeting.

To be included on the form is the topic, the objective of the course, the frequency of meetings, the basis of a grade, and usually a bibliography. Once this is completed, the student and faculty sign the form and then it goes to the Chair’s office. If the Chair approves the tutorial, a space is created and the student is contacted with the registration information.
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: ______________

ADDRESS: __________________________ PHONE NUMBER: ________________

STUDENT STATUS:  PROGRAM:  YEAR:
Full Time ______  B.A. General ______  2nd ______
Part time ______  Hons Anthropology ______  3rd ______
Special _______  Hons Sociology _______  4th ______

TUTORIAL NUMBER (circle appropriate course number)

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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, as well as the tutorial's bearing on the main course. Attach additional sheets if necessary.