

POLITICAL SCIENCE UNDERGRADUATE TUTORIAL POLICY

Purpose and expectations of tutorial courses. Tutorial courses offer students the opportunity to pursue specialized interests in areas not typically covered by regular courses. It is expected that the overall workload is roughly equivalent to a regular course at the level at which the tutorial is taken. This implies substantial readings, regular one-on-one meetings, and a substantial writing component, ideally with several opportunities to learn from feedback.

1. Student Eligibility:

- Tutorials are normally restricted to political science Majors who have taken at least 24 credits (60 credits for 400-level tutorials) and have maintained a minimum 3.3 cumulative GPA. Students must remain in good academic standing.
- Honours students generally may not take regular tutorial courses and are directed instead to POLI396 (Honours Tutorial) and POLI495 (Honours Thesis). Honours students who do not wish to pursue a thesis may take POLI396, as a stand-alone, 300-level tutorial (taking POLI396 does entail an obligation to take POLI495). Once they have completed 60 credits, they may also apply for a regular 400-level tutorial (although generally not in addition to POLI495).
- No more than six (6) credits of tutorials will be permitted per student during his or her academic program, and only three (3) may be taken at any one level (only one 300 and only one 400-level tutorial).
- Students from other departments may apply in writing to the Undergraduate Program Director for special permission to take a tutorial in the department.

2. Process for applying:

Students must apply to the Undergraduate Program Director for permission to take a tutorial, **at least one month prior to the start of term**. The following documents must be submitted:

- Tutorial request form (fully completed and signed by a full-time professor and the student)
- Copy of the student's academic record

The student will be notified once a decision has been reached. At this time the student will be given the course number for the tutorial. It is the responsibility of the student to register for the tutorial.

3. Faculty Eligibility:

- Only full-time tenured, tenure-track, and ETA faculty may offer tutorials.
- Faculty members will be permitted to offer no more than 12 credits of tutorials per academic year, and no more than three (3) credits of tutorials (other than

396/495) per student in a student's academic program.

TUTORIAL REQUEST FORM

This form is to be completed by the instructor and student. Students must attach a copy of this/her current **student record** and a **preliminary bibliography** of readings for the course. The completed form is to be returned to Kathryn Rawlings, H 1225-13.

Family Name: _____ Concordia Student ID: _____

Given Name: _____ Phone: _____

E-mail address: _____ **Please ensure that your phone numbers, email address, and mailing address are correct and up-to-date on the MyConcordia portal (www.myconcordia.ca).**

Course level: 300 level 400 level

Term: _____

Course description (Please attach a bibliography): _____

Nature and number of assignments: _____

Meeting schedule: _____

Professor: _____ Signature: _____

Student's Signature: _____ Date: _____

Approved Denied

UPD Signature: _____