



Step-by-Step Procedures for Social Welfare 600 Tutorial
[Revised Aug 2002]

Purpose of Tutorial Courses

To prepare a student for the General Examination or to accomplish individualized, in-depth study in specialized areas of interest to the student. Tutorials typically involve the members of the Supervisory Committee or other appropriate faculty members with whom the student shares areas of interest. Students contact a faculty member with whom they wish to enroll in a tutorial; if the member is willing to undertake this teaching responsibility, the two meet to discuss the goals and substantive content of the tutorial. Once they have reached an agreement, they fill out the registration form as described below.

Course Requirements

- 1 to 3 Credits on a Credit/No Credit basis.
- Student time spent and effort is expected to be the same as that of a typical graduate class of equivalent hours. Students should follow the Graduate School formula of about 3 hours per week per credit hour. When credit hours are increased above 3, contact time and involvement of the faculty member is expected to be commensurably greater.
- Tutorials for more than 3 credits require specification of need for increased credits on the registration form and of how increased faculty time and student effort will be scheduled to reflect the increase.
- Tutorials are graduate courses, just as are standing required courses in the curriculum. Thus, student and faculty should establish objectives, a structured set of activities to achieve the objectives, and evaluation expectations. A written product at the end of the quarter (or other documented work comparable to a paper) is expected as a partial basis of evaluation.

Registration Procedures

- Before the student can register for 600 tutorials, the student and faculty member must fill out the SW registration form for 600 and 800 courses.
- The form's plan of study section must include an outline of the tutorial that lists the course objectives, course structure and learning resources, meeting schedule, expected outcome/produce, and method of evaluation.
- Student: Save template form to personal computer and name file "lastname-course#-quarter. Meet with course instructor to complete form, then forward file via email to instructor.
- Instructor: Enter your name on the Instructor line and check the box indicating instructor approval. Then email this file to the Program Office (kwilham@u) noting in the email what student and course this form is for (600 or 800 tutorial). Student and Faculty member should fill out the form together if possible. However, the email to the Program Office must come from the faculty instructor.
- Program Office: Prints out form, obtains Program Director Approval; then emails the student with entry codes.

Guidelines for Tutorial Objectives, Content, and Outcomes

- The purposes (and thus objectives, content, and products) of tutorials will vary widely according to the basic goal of the course, e.g., selected readings and writing for the General Exam would be different from work undertaken to prepare a grant proposal.
- The number of credit hours assigned to a specific 600 tutorial should reflect its objectives, content, and expected workload. For example, if the tutorial is comprised of only a limited number of general discussion sessions to accompany readings, the tutorial may appropriately be for 1 credit hour in contrast to a more focused in-depth and extensive contact and effort.
- Whenever possible, students are encouraged to pursue publishable papers as part of their tutorial outcomes. Realistically, publishable work involves a considerable investment of time and effort (likely beyond the confines of the original tutorial); however, working towards a publishable paper through a tutorial is valuable training and part of the building of one's scholarship portfolio.

