

DEPARTMENT OF PSYCHOLOGY  
INSTRUCTIONS FOR TUTORIAL FORM

In order to sign up for Directed Reading (Psyc 490, 491) or Directed Research (Psyc 492, 493), a student must be sponsored by an advisor, who will guide the project. To register, the student must fill out Page 1 of this form (which includes a short written plan of research and a bibliography of 3 or 4 recent references), and this page should be reviewed and approved by the tutorial advisor. The tutorial advisor should fill out Page 2 of this form and sign at the bottom.

If you plan to apply this course toward the senior requirement, you must write a paper of at least 20 pages in length. For students seeking Distinction in the Major, you may write your senior thesis through a Directed Reading or Directed Research tutorial. Keep in mind that your senior thesis will be due in mid-late April.

When obtaining an advisor signature on the schedule at the beginning of the term, the student should **submit both pages to the DUS or a Psych major advisor when you get your course schedule signed.**

Notify the DUS **ASAP** if the deadline for advisor's signature cannot be met, since extensions on deadlines generally occur unexpectedly.

In preparing this form, please keep in mind that the workload should be equivalent to a typical one-credit course at Yale University.

The last page shows more detailed guidelines for tutorial advisors (advisor's copy).

Please keep a copy for your record, and have your advisor keep another copy.

TUTORIAL FORM  
Page 1  
(To be filled by the student)

Course (Circle one): Psyc 490a, 491b, 492a, 493b, Semester: \_\_\_\_\_

Name of Student \_\_\_\_\_

Class of: \_\_\_\_\_

Telephone # \_\_\_\_\_

Email Address \_\_\_\_\_

Will this course be applied toward the senior requirement?      YES      NO

1. A brief description of the project you plan to carry out:

2. A brief description of the timeline for the project:

3. Bibliography of 3 to 4 recently published references:

TUTORIAL FORM

Page 2

(To be filled by the tutorial advisor)

1. A brief description of the basis of the mid-term evaluation or feedback (e.g., the first draft of the term paper with complete bibliography):

2. A brief description of the basis of the final grade (e.g., a 15-page term paper, a take-home exam, an oral presentation):

3. How often will you be meeting with the student throughout the semester?

**To the Tutorial Advisor:**

By signing this form, you are agreeing to supervise the student's research project as described on Pages 1 and 2, and to provide the necessary materials, advice, etc. The semester workload described in this form should be equivalent to a typical one-credit course offered at Yale University, and it is the advisor's responsibility to notify the DUS if any significant changes have to be made during the semester. Finally, you are also agreeing to provide the student with the mid-term feedback and final evaluations, and report a final grade to the DUS by the due date set by Yale College.

Tutorial Advisor (Please print) \_\_\_\_\_

Tutorial Advisor's e-mail address \_\_\_\_\_

Tutorial Advisor's Signature \_\_\_\_\_

(Please save a copy of this form for your record.)

## Some Guidelines for Tutorial Advisors (Advisor's COPY)

First of all, thank you for considering or agreeing to serve as a tutorial advisor for Directed Reading / Research course in Psychology. In order to maximize the educational value of these courses, we would like to provide some rough guidelines as follows. The specifics are up to you as the advisor, and please feel free to contact the DUS if you have any further questions.

1. Please note that by agreeing to serve as a tutorial advisor, you are agreeing to supervise the entire course for the student. This means that you will be providing guidelines for the students (e.g., preliminary reading lists, regular meetings to discuss ideas), imposing structure throughout the semester (e.g., setting up interim deadlines), and providing the final grade of the course. It is important that during the first two weeks of the semester, the student and the advisor reach an agreement about the basis of the evaluation as well as the expectations for the course. The tutorial form that the student should submit to the DUS is a good way of specifying such an agreement.
2. Keep in mind that the workload for this course must be equivalent to other one-credit courses offered at Yale. To be more concrete, students normally spend 2.5 hours a week to attend the class, although for tutorial courses this time can be spent on independent research rather than meeting with the advisor. In a typical course, students also do some moderate amount of weekly assignments (problem sets or readings), as well as taking a mid-term and a final exam.
3. Students should be provided with some kind of mid-term evaluation or feedback, in order to avoid any surprise at the end of the term. Students should be advised to withdraw from the course if needed.
4. Students who wish to apply this tutorial toward their senior requirement will need to write a final paper of at least 20 pages in length. Some seniors may also wish to write a senior thesis, if they are seeking Distinction in the Major. For these students, their final senior thesis will be due to the Department in mid-late April.
5. If for any reasons you can no longer serve as the tutorial advisor, this change should be immediately notified to the DUS. If you have any concerns about the students, please keep the DUS informed about those matters as well.
6. The final grade is due on the date set by Yale College. You will receive a memo from our registrar's office at the end of the term about how to turn in the final grade.