

# TUTORIAL & INDEPENDENT STUDY

— a simplified guide for faculty & students

## Tutorial, defined

Tutorial is for the student who needs an existing course, but that course is not being offered during the semester for which the student is registering. For example, a student might be on track to graduate in the spring, but he/she still needs ENG 158, which won't be offered until the next fall. Such a student would need to arrange to take ENG 158 as a Tutorial in the spring. (If the student will still be in attendance the next time the course is offered, he/she should wait and take it then.) The student discusses the matter with Wayne Berninger, who refers the student to the Chair, who helps the student find an instructor. After the Chair makes the student/faculty match, the student goes back to Wayne to begin the paperwork.

## Independent Study, defined

Independent Study is for the student who wishes to do specialized work in a topic that is not covered in any of our existing courses. For example, a student might want to take a course in Children's Literature. Since none of our courses covers that area, such a student would need to arrange an Independent Study. The student discusses the matter with Wayne Berninger, who refers the student to the Chair, who helps the student find an instructor. After the Chair makes the student/faculty match, the student goes back to Wayne to begin the paperwork.

## The Process

1. Wayne helps student and instructor fill out three necessary forms (see below);
2. Student takes three forms to English Department Chair, who signs them;
3. Student takes three forms to Wayne, who gives copies to Department Secretary;
4. Student takes three forms to Dean (M-306), who signs them;
5. Dean keeps Proposal Form, and Student takes other two forms to Registrar.

## How to Fill Out the Proposal Form

Get this form from the drawer labeled "Forms" under the faculty mailboxes.

- At top, circle either "Independent Study" or "Tutorial".
- For "Course Requested," write "ENG" and (for Independent Study) one of the course numbers from top of page. Use ENG 197 for fall and ENG 198 for spring. In case of Tutorial, enter course student is seeking to complete (e.g., ENG 128, etc.).
- Enter student's name and EMPLID.
- In section marked "Outline of Proposed Program of Study," attach description of topic, scope of study, writing and research requirements, and brief bibliography. Student should be engaged in developing the course description. If proposal is for Tutorial, you may simply attach existing syllabus from earlier offering of course in question.
- Print your name and sign form at bottom. Leave everything else blank (Wayne will do it).

## How to Fill Out the Schedule Modification Form

Get this form from the “Forms” drawer as described above.

- For Campus, put “Brooklyn.”
- For Term—Check appropriate semester box and write in year.
- Action—Check “Open.”
- Course Identification—Subject = “ENG”; Number = course number (197 or 198 for Independent Study, the regular course number for Tutorial); Section Number = leave blank (Wayne will do it); Units = 3; Class Capacity = 1; Title = Independent Study (or in case of Tutorial, regular course title); and Instructor = instructor’s name.
- Course Component—Leave blank.
- Course Requires Approval of—Check “Department & Dean.”
- Circle “To Be Arranged” at right margin.
- Tutorial—Fill in student’s name and EMPLID (only if student is registering for Tutorial).
- Special Instructions—Leave blank.
- Reason for Opening—For Independent Study, put “No such course exists.” For Tutorial, put “Course not being offered this semester.”
- Expected Enrollment—Write in “1.”
- Workload Credits—Leave blank.
- Approved--Leave blank for Chair's signature/date & Dean's signature/date.

## How to Fill Out the Enrollment Change Form

It is not possible to register online for Independent Study or Tutorial, so Student will need to register in person. Get this form from the front desk in the English Department or from the Registrar.

- Check appropriate semester and fill in year.
- Student fills out ID#, name, address, and phone number.
- In section marked “LIST COURSES TO BE ADDED,” fill in subject (ENG) and course number from Proposal Form. Leave everything else on front blank (Wayne will do it).
- Wayne (as Advisor) and Student sign front.
- Wayne (as Advisor), Instructor, Chair, and Dean sign back.