Wesleyan University Graduate Liberal Studies

Graduate Tutorial instructions, Fall 2017 through Summer 2018

GLS graduate tutorial (independent study) courses provide degree candidates with the opportunity to develop their own in-depth, serious course of study on advanced topics of specialized interest in subjects not taught in the GLS course offerings but appropriate to the GLS curriculum. The burden of proof for a tutorial—its subject matter, assignments, book list, work load and meeting schedule—is incumbent upon the student to prepare. The student takes the initiative to develop a tutorial topic in consultation with a faculty advisor, and designs the tutorial as a complete course, with a clear theme, a coherent range of sources to be studied (texts, archival materials, images, etc.) and a progression of study that culminates in a written or creative project. A maximum of three graduate tutorials may count toward degree requirements. The only roles of the GLS office are to a) ensure that the advisor is appropriate to the tutorial, and b) that the tutorial proposal meets all of the criteria, as outlined below.

GLS Graduate Tutorial Regulations

- Students: Only students admitted to a Wesleyan GLS degree program may apply for a graduate tutorial course. Non-degree students and those admitted only to the Graduate Certificate of Writing program are not eligible.

- Quantity: Only one tutorial/independent study in a given semester; no more than three toward degree requirement. Note: Students may not simultaneously enroll in a tutorial in addition to a capstone.

- Rigor: A tutorial should be a rigorous and advanced, as appropriate to an upper-level graduate course.

- Topics: A tutorial should engage research and analysis of a specialized topic not offered for study in the course listings during the recent, current or future posted academic terms.

- Liberal arts focus: The topic, method of study, and coursework of the tutorial must be appropriate to the Wesleyan University liberal arts curriculum.

- Faculty: The tutorial must be supervised by a faculty advisor who is 1) a member of the Wesleyan University faculty, 2) visiting faculty who has taught at Wesleyan with the past two years, or 3) has been a GLS visiting lecturer within the past calendar year.

- Assignments: Assignments must include work that can appropriately be assessed by the advising faculty member. Typically, this will fall into the category of creative work (writing and studio arts) and critical academic (expository) writing. Critical academic writing may take the form of response papers, short
How to Prepare a GLS Tutorial

1. Identify the topic you would like to spend the semester researching and writing about.
2. Write a brief description of the topic, similar to the course overviews you find on the GLS website.
3. Prepare a draft booklist.
4. Prepare a draft syllabus.
5. Research the faculty in the area you are studying, to identify those faculty whose area of expertise covers your topic area.
6. Send an e-mail to masters@wesleyan.edu with your topic, description and name of the faculty member you would like to approach as an advisor.
7. Once the GLS office has confirmed that your proposed advisor is eligible to advise a tutorial, send the advisor the topic, description, booklist and syllabus and request that he or she advise your tutorial.
8. If the faculty member agrees, send him or her the Independent Study Proposal form to sign. The signed form, along with all other materials, must be submitted to our office no later than 5 p.m., three weeks before the start of the term in which the tutorial will take place.

How to Apply for and Register for a Graduate Tutorial Course

To prepare the Tutorial Application, you will need a faculty advisor. Before approaching a faculty member, you should clarify the topic of study and begin research in order to establish a method of analysis, compose a reading list and draft a syllabus. If the faculty member agrees to work with you, you will work in concert to:

- confirm the topic of study,
- define the method of analysis
- identify the resources that will be studied
- determine required coursework
- specify assignments
- identify the basis of the final grade
- select a schedule of meetings and communications for you and your faculty advisor

After you and your faculty advisor have defined these components of the course, you will submit an application for a graduate tutorial to the GLS office. The application will
include the following, and must be submitted at least three weeks in advance of the first day of the term.

- GLS Proposal Form signed by the faculty advisor
- One-page course description focusing on the themes of the course, methods of analysis and progression of study through the term
- Course syllabus that includes
  - a calendar of study
  - a calendar of reading and writing/creative assignments
  - a calendar of meetings with the faculty advisor
  - a description of the final paper/project
- Complete bibliography of sources of study for the course
- Proposed bibliography for the final paper/project

Tutorial Applications will be reviewed before each term and you and your faculty advisor will be notified of the result by e-mail. If the application is approved, you will be sent a confirmation of registration and be prompted to pay immediately through the online payment system. Tuition and fees for a tutorial are the same as those for a regular GLS course.

Note: Once you have registered for a tutorial, you may not withdraw except in the case of medical emergency.

**Grades and Credit Policies**
Tutorials will be graded on an A–F basis. The official transcript will show the course title as “Graduate Tutorial,” and the course number will be its area of study plus the number 692 (i.e., ARTS 692, HUMS 692). No more than three tutorial courses shall be counted toward a degree. Students may not request an incomplete for a tutorial.

**Submission of Final Work to GLS Office**
In order to have an archival record of tutorials, students will email a copy of the final paper or project to the GLS by the end of the term to masters@wesleyan.edu. If the final work is a non-written creative project, the student shall submit photos, recordings, video or other appropriate media to show the work done for the project. The final grade for the tutorial will be posted after this documentation is received. Incomplete grades are not allowed for tutorial courses.