

## Wesleyan Graduate Liberal Studies Program -- Graduate Tutorial Guidelines

From the website: <https://www.wesleyan.edu/masters/studentinfo/current.html>

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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, workload and meeting schedule—is the responsibility of the student to prepare. The student 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. **NOTE: It is the student's responsibility to identify a faculty advisor.** Graduate tutorials may not be taken during the student's first term in Graduate Liberal studies; students must have at least 2 completed and graded GLS courses showing on their academic history before a tutorial proposal will be considered. A maximum of three graduate tutorials may count toward degree requirements.

### GLS Graduate Tutorial Regulations

- **Students:** Only students admitted to a degree program may apply for a graduate tutorial course. Students enrolled only in the Graduate Certificate of Writing program are not eligible to do tutorials.
- **Timing:** Graduate tutorials may not be taken during the student's first term in Graduate Liberal studies; students must have at least 2 completed and graded GLS courses showing on their academic history before a tutorial proposal will be considered.
- **Quantity: One** tutorial/independent study/capstone per semester; no more than 3 toward degree requirement
- **Rigor:** A tutorial should be a rigorous, advanced study, 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 must be appropriate to the Wesleyan University liberal arts curriculum.
- **Faculty:** The tutorial must be supervised by a faculty advisor who is a member of the Wesleyan University faculty, or has been a Graduate Liberal Studies visiting lecturer within the past year. It is the student's responsibility to identify a faculty advisor.
- **Assignments:** The tutorial 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 writing. Critical academic (expository) writing may take the form of response papers, short essays, and research papers. Students should strive to produce a minimum of 15 written pages for creative and academic projects. The GLS director will consult with the advising faculty member as necessary to confirm that other formats of assigned work (e.g., studio art) meets the same criteria for evaluation as a semester long course.

## How to Prepare a GLS Tutorial

1. Identify a topic that you would like to spend the semester researching and writing on.
2. Meet with the Assistant Director of Continuing Studies to develop your proposal.
  - Write a brief description of the topic (should be similar to the course overviews you find on our website).
  - Prepare a draft book list.
  - Prepare a draft syllabus.
  - Research the faculty to see whose area of expertise covers your topic area (faculty are more likely to say yes if they have had you as a student).
3. Once approved by the Assistant Director of Continuing Studies, send the draft description, booklist and syllabus to the advisor you have identified and cc [masters@wesleyan.edu](mailto:masters@wesleyan.edu).
4. Work with the advisor to make any changes or adjustments to the draft proposal.
5. Once the office has confirmed that that your proposed advisor is eligible to advise a tutorial, and you and your advisor have finalized the description, syllabus and reading list, request the link to the online proposal form by emailing [masters@wesleyan.edu](mailto:masters@wesleyan.edu).
6. Submit the following items via the online proposal form:
  1. One-page course description describing the themes of the course, the methods of analysis, and progression of study through the term
  2. Course syllabus that includes the calendar of study, the calendar of reading and writing/creative assignments, a description of the final paper/project, and the calendar of meetings with the faculty advisor
  3. Complete bibliography of sources of study for the course
  4. Proposed bibliography for the final paper/project
  5. Email indicating advisor approval of the proposal
7. The online proposal form, along with all other materials, must be submitted to our office no later than 5pm, 3 weeks before the start of the term.

Tutorial applications will be reviewed before each term and you and your faculty advisor will be notified of our decision 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. Incomplete grades are not allowed for tutorial courses.

### 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 deliver a copy of the final paper or project to the GLS by the end of the term. 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.