DEPARTMENT OF PSYCHOLOGY
TUTORIAL FORM

Name __________________________________________ Year: ________________

Email Address _______________________________ Date ________________

Check the course you are enrolling in:

_____ PSYC 490a/491b: Directed Reading - full credit (1.0) course
_____ PSYC 492a/493b: Directed Research - full credit (1.0) course
_____ PSYC 495: Research Topics - half credit (0.5) course

Name of Tutorial Advisor ____________________________

1. Will you submit a final paper for this course? YES NO
   If so, how long will your paper be? ________________________________

2. Will you be working in a lab as part of this course? YES NO
   If so, how many hours/week? ________________________________

3. Will you be attending a lab meeting as part of this course? YES NO

4. How often will you be meeting with your advisor? __________________

5. Describe the project you plan to carry out and its timeline (3-5 sentences, use back if necessary).

Student’s Signature ____________________________________________
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THIS PAGE MUST BE FILLED OUT BY
THE FACULTY MEMBER ADVISING THE PROJECT

1. A brief description of the basis of the mid-term evaluation or feedback.

2. Please list what assignments will be used to assess students’ performance (e.g., final paper, oral presentation, etc.) and the percentage that each assignment will contribute to students’ final course grade.

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

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, time, advice, etc. The semester workload described in this form should be equivalent to a typical course offered at Yale University (1.0 credit for PSYC 490/491/492/493 and 0.5 credits for PSYC 495), and it is the advisor’s responsibility to notify the DUS if any significant changes have to be made during the semester. You also agree that all student work must be turned in by the last day of exams. 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 records.)
Guidelines for supervising Directed Research, Directed Reading, and Research Topics courses in the Department of Psychology:

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. This tutorial form that the student will be submitting 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 courses offered at Yale. Typically, this translates to 8-12 hours per week of work for a full credit course (which could include performing research, running subjects, reading relevant material, attending lab meeting, etc.) and 4-6 hours per week of work for a half-credit course.

3. The DUS will ask you to provide some kind of midterm evaluation or feedback, in order to avoid any surprises at the end of the term. Students should also be made aware of this feedback and should be advised to withdraw from the course midterm if needed.

4. As per Yale College rules, all work submitted for Psyc 490, 491, 492, 493, or 495 is due on the last day of exams. You are not allowed to except any coursework after this time except with a Dean’s Excuse.

6. 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.