Before you begin:

Did you take Psyc 110 (Introduction to Psychology) or received AP 5 in Psychology?

Yes No

Do you have a tutorial advisor? Yes No

If you have answered “No” to any of the above questions, you are not eligible to take a tutorial course.

* Please fill out this form electronically. Save the file name using your last and first name.
* The instructions for the tutorial advisor are shown on the last page of this document.
* The student and the tutorial advisor should fill out this form together. After your advisor approves the form, e-mail the completed form to [yarrow.dunham@yale.edu](mailto:yarrow.dunham@yale.edu) and **cc your tutorial advisor**.
* Note: If you wish to earn credit for this work, in addition to completing this form as required **you must also actively enroll** in the appropriate course (493, 495, or 499) by adding it and having it appear in your schedule of courses this term. Be sure to indicate the option to route for instructor approval. Please contact your college dean’s office if you are uncertain as to how to add this course. Once you have formally added the course and been approved, you should then confirm via Yale Degree Audit or your dean’s office that it is actually on your course schedule. Failure to enroll in this way will result in your earning no credit for this course.
* **For Spring 2022, the form is due Monday, January 17th, 2022, by 5pm.**
* The DUS will review the form and approve if the plan is acceptable.

**Student Information**

Name:

Year:

Major:

Email address:

Are you in the neuroscience track and taking this course as part of your senior requirement? (If “Yes”, the research must have neuroscience content.) Yes  No

**Tutorial Advisor Information**

Name:

Department: Psychology  Other (Specify):

Email address:

Phone Number:

**Select the course you are enrolling in this semester.** (You may select only one course each term. If you would like to enroll in more than one tutorial course during this term, contact the DUS and explain the rationale.)

* PSYC493 (Directed Research 1.0 credit, Pass/Fail only, Requires 8-12 hours/week work)
* PSYC495 (Research Topics 0.5 credit, Pass/Fail only, Requires 4-6 hours/week work)
* PSYC499 (Senior Essay, 1 credit, Letter Grade, Requires 8-12 hours/week work.The final product should be a substantial paper with more than 5,000 words. *Only seniors in the Psychology major may take this course.)*

The following is a list of possible assignments or activities for the course. Please read the instructions carefully to fill out the table.

* For each assignment/activity that applies to you, enter the percentage that each assignment will contribute to the student’s final course grade under "% of Grade". The percentages should add up to 100.
* The course must have a “product,” such as a term essay, a series of short essays, laboratory or project reports, or a final examination.
* Answer the questions under "Other Details". Please consult the amount of work expected for the course you selected on the previous page.

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| --- | --- | --- |
| Assignments / Activities | % of Grade | Other Details |
| Final paper |  | How long?       What should be the final product (e.g., proposal, empirical report)? |
| Mid-term paper |  | How long?       What should be the content (e.g., outline, proposal)? |
| Working in a lab |  | How many hours/week? |
| Participating in lab meetings |  |  |
| Individual meetings with the advisor |  | How often? |
| Presentation |  | How many times? |
| Weekly response papers |  |  |
| Other: (Specify here) |  |  |

**Describe the project you plan to carry out and its timeline** (3-5 sentences entered in the box below).

* This is to ensure that both the student and the advisor have mutually agreed-upon deadlines for the intermediate steps.
* Sample description

*"The goal of the project is to examine the effect of eating granola bars on memory for nonsense syllables. I will complete the literature review by October 15th and submit the proposal to my advisor by October 30th. I plan to finish collecting data by November 20th. The final paper will be the report of the experiments. I will submit the first draft to my advisor by November 30th and the final version will be submitted by December 1st.*”

* Senior essays for Spring 2022 are due April 22 (Fri) 5:30PM for those who are pursuing distinction in the major, and April 29 (Fri) 5:30PM for the rest.

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**To the Tutorial Advisor:**

The Yale College Course of Study Committee requires instructors to provide students with some sort of feedback on their academic progress by around the middle of the term. Please explain in the box below how the student will receive the mid-term evaluation or feedback.

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**IMPORTANT INFORMATION FOR ADVISOR**

# **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 493 or 495 is due on the last day of exams. For Psyc 499, please check the undergraduate information page of Department of Psychology for the deadline appropriate for your student. You are not allowed to accept any coursework after these deadlines except with a Dean’s Excuse.

5. If for any reason you can no longer serve as the tutorial advisor, NOTIFY the DUS IMMEDIATELY. If you have any concerns about the students, please keep the DUS informed about those matters as well.