

# Tutorial Course Information Form

**IMPORTANT:** The *Request ID* and *P-Number* must be entered correctly to link data from this form with the request. Take special care when entering this information..

\* Required

\* This form will record your name, please fill your name.

## 1. **Request ID** \*

Please enter the **Request ID** listed in the email.

The value must be a number

## 2. **P-Number** \*

Please enter the ending portion of the **P-Number** listed in the email.

Please enter a number less than or equal to 9999

### 3. Chair \*

Please enter the name of the Department Chair for this tutorial request.

### 4. Chair Email \*

Please enter the Chair's email and ensure:

- No spaces before or after the email
- No accidental capitalization of the first letter (can automatically happens when using a devices)

## Course Information

### 5. Year \*

Please enter the year for the tutorial.

### 6. Semester \*

Please enter the Semester for the tutorial.

### 7. Part of Term \*

Select the appropriate part of term.

- 1 (full semester)
- 2 (first-half of semester)
- 3 (second-half of semester)

### 8. Subject \*

Please enter the course subject for the tutorial.

9. Course Number \*

Please enter the course number for the tutorial (e.g. Non-liberal arts: 197 297 397 497 597 697;  
Liberal arts: 198 298 398 498 598 698).

10. Course Title \*

Please enter the course title (name) for the tutorial (**title is limited to 30 characters, including spaces**).

## Credit Hour Guidelines

Guidelines for credits: These hours include time spent meeting with the instructor and working independently.

1 Credit = 3 hours per week = 37.5 hours/semester

2 Credits = 6 hours per week = 75 hours/semester

3 Credits = 9 hours per week = 112.5 hours/semester

### 11. Credit Hours \*

Please enter the proposed tutorial credit hours (maximum 4)

Please enter a number less than or equal to 4

### 12. Grading Mode

\*

Select the appropriate grading mode.

Numeric

S\*/U\*

### 13. Equivalent Course \*

Please enter an example of an equivalent course (enter the subject and course - ABCD 123). Enter n/a if not applicable.

### 14. Requirement \*

If this course should be applied to a specific requirement in BearDen, please provide the requirement and a rationale (otherwise, enter n/a if not applicable).

# Tutorial Plan

## 15. Resources \*

Describe the resources to be used in this tutorial. For example: bibliography, special library collections, laboratory equipment, studio equipment or specialized space, etc. Be sure to provide ALL relevant information as it would appear on the syllabus for this course. (Feel free to copy and paste from your syllabus).

## 16. Evaluation \*

Describe the procedures by which the tutor will evaluate the performance in the tutorial. Include specific activities (exams, essays, artworks, performances or presentations, etc.) and the percentage or points of each toward your grade for the tutorial. Brief responses are not acceptable such as "tests and papers." Be sure to provide ALL relevant information as it would appear on the syllabus for this course. (Feel free to copy and paste from your syllabus).

## 17. Schedule \*

Describe the schedule that will be followed to accomplish the tutorial. Include dates that the student and the tutor will meet, as well as due dates for readings, projects, and other assignments. Be specific with your dates and times, providing ALL relevant information as it would appear on the syllabus for this course. (Feel free to copy and paste from your syllabus).

18. Faculty ID \*

Please enter the **last 4-digits** of your P-Number. The Registrar will use this information to confirm the course is added correctly to the schedule.

The value must be a number

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