Tutorial/Directed Readings Request Form

Directed Readings or Tutorial Courses (also known as independent study) may be taken for course credit with the permission of the student’s advisor and the Assistant Dean for Course Planning and Enrollment. The Directed Readings should contain a workload commensurate with a module or full semester course. When a Directed Readings is being taken for course credit, the procedure is as follows:

1. After conferring with the faculty member who has agreed to supervise your Directed Readings, you should write a short proposal describing the course and covering the following points:
   - the topic;
   - how the Directed Readings fits in with your general plan of study;
   - what material you plan to read;
   - what written work you plan to do;
   - how you will be assessed for your work;
   - the frequency of meetings with the instructor.

2. When you and your faculty supervisor are satisfied with the proposal, have the supervisor sign the Directed Readings Request Form. Next, discuss it with your advisor and have the advisor sign the form as well. Finally, get the approval and signature of the Assistant Dean for Student Records and Enrollment. You must give the signed form, with a copy of the proposal attached, to the Assistant Dean for Student Records and Enrollment to put in your file in order to receive credit for a Directed Readings. The proposal, with all approvals, must be filed with the Assistant Dean for Student Records no later than the end of the registration period. Any changes to this proposal must also have the signature of the faculty supervisor, the student’s advisor, and the Assistant Dean. Changes to the proposal will only be accepted under exceptional circumstances.

3. You are required to register for the Directed Readings at the start of the semester in which the tutorial is being completed. Masters level tutorials have either HS 274a (SID), HS 298a (COEX), HS 777a (MPP & MS) for a four credit full semester course or HS XXXF (number above depending on program) for a two credit module course designations. Each professor has a unique section or class number.

REQUEST FOR DIRECTED READINGS APPROVAL

Student _________________________________ Date ____________________
Semester in which the tutorial will be completed __________ # of credits _________
Title of tutorial _________________________________________________
Name of Faculty Instructor _________________________________________
Faculty Instructor Signature _______________________________________
Program Director Signature __________________________ Date:______________
Assistant Director for Student Records_________________ Date:______________

Please return to:  Assistant Dean, Courses and Enrollment
The Heller School for Social Policy and Management
Brandeis University
415 South Street, MS 035,
Waltham, MA 02454