

Guidelines for Prospective Tutors

Students in the Individualized Major Program often need to arrange special tutorials in order to receive instruction in areas not covered by regular university classes or to receive college credit for work done on their final projects.

It is important that you and the student are clear on the expectations and grading criteria for the tutorial. The following are a few examples of IMP I460 tutorial models; feel free to adjust the content of the course to suit the student's needs.

1. Reading/Research Paper Model

The student follows a structured reading list, prepares interim oral or written reports for the professor, and writes a term paper at the end. The work load is comparable to a 300/400-level course.

2. Technical Skill Acquisition Model

The student acquires technical proficiency—for example, in a computer language or in the use of electronic equipment. The professor guides instruction and at the end certifies the level of proficiency attained. The work load is comparable to a beginning language or laboratory course.

3. Fieldwork Model

The student spends several hours a week off-campus as a participant-observer collecting data or interviewing subjects. The professor monitors field activities through conferences with the student during the semester and asks for a written analytic report at the end of the semester (c.f., Sociology S494, Anthropology P405, or Geology G420).

4. Creative Production Model

The student works several hours a week producing a portfolio, film, dramatic performance, piece of software, art show, scientific experiment, etc. The professor directs student's efforts via regular written or oral progress reports and evaluates the product created.

5. Internship Model

The student spends several hours a week working as an intern in a field related to his or her major. The professor monitors the student's activities through conferences during the semester and asks for a written analytic report at the end of the semester. The on-site internship supervisor also evaluates the student's work. (*Note: Students who wish to receive credit for internships that are not their IMP final projects should register under the course number I450, not I460.*)

Here are the formal procedures by which IMP students may register for tutorial credit:

1. The student and tutor describe the course syllabus on a tutorial contract form (*available on the IMP Web site*), which the tutor then signs. The tutor determines the appropriate number of credit hours (usually 1-4).
2. The student submits the contract to the IMP office and is authorized to register for the course.
3. A grade for the tutorial will be solicited from you by the IMP Assistant Director via e-mail at the end of the semester.

Questions? Please contact the IMP office at 855-9588 or imp@indiana.edu.