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Brandeis University  
The Heller School for Social Policy and Management

# Tutorial/Directed Readings Request Form

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**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 Director of Academic Affairs and Student Experience. 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 Director of Academic Affairs and Student Experience. *You must provide the signed form, with a copy of the proposal attached, to the Assistant Director of Academic Affairs and Student Experience 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 Director of Academic Affairs and Student Experience 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 390a (SID), HS 391a (COEX), HS 392A (MPP), HS 393A (MS), HS 394A (MBA) 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.

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## 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 \_\_\_\_\_ Date: \_\_\_\_\_

Program Director Signature \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Director, AA&SE \_\_\_\_\_ Date: \_\_\_\_\_

**Please email to:** Welby Gonzalez, Assistant Director  
Academic Affairs and Student Experience  
[wgonzalez@brandeis.edu](mailto:wgonzalez@brandeis.edu)