

To: Tutorial Instructors
From: The Tutorial Committee
Re: Survey of Tutorials

The Tutorial Committee would like to survey all tutorials to determine how much variety exists in the structure of our tutorials. The questions we are asking are meant to provide a survey of what our current practice is, not to suggest that one way is better than another. In the past, such questions were asked of the students as part of the evaluation of each tutorial. The Tutorial Committee has decided to ask the instructors for the descriptive parts of the former evaluation. We will share the results of this survey with you. Please return this form to **Joyce Stern, Academic Advising Office**.

Tutorial Topics: _____

Professor: _____

1. How often did your tutorial meet as a whole group?
2. Did your tutorial meet in small groups? If so, how often and what was the size of the group?
3. Did you meet individually with your students for paper conferences? How often?
4. How many papers did you require and of what length?
5. Did you do any project requiring research; if so, please describe the project?

6. Did you allow or encourage rewrites? For how many papers?

What other methods do you use to encourage student progress in writing?

7. When were the first and last papers due?

8. Did you ever require that your students go to the Writing Lab? Yes _____ No _____

If yes, how many times?

If yes, what instructions did you send to the lab?

9. Did you ever invite a Writing Lab instructor to come to your class to talk about a particular aspect of writing?

If yes, what topic was covered?

10. Did you yourself ever go to the Writing Lab to observe a student conference with a Writing Lab instructor?

11. Do you have suggestions for ways you would like to use the Writing Lab in the future?

12. How many and what kind of oral presentations (reports, panel, other) did you require?

13. When were the first and last oral assignments due?

14. Did you give your students some instructions on how to participate in discussion?

15. Which skills were given priority in your tutorial, writing skills, oral presentation skills, or discussion skills? Please rank these three skill areas in the order of the emphasis you gave to each.
 1. Most emphasis _____
 2. _____
 3. Least emphasis _____

16. During what week was your tutorial's final meeting?

17. Did you expect your students to become familiar with the library as part of your tutorial? If so, how did you do this?

18. How did you evaluate the exercise on plagiarism which your students were required to do (i.e. did you assign a grade to the exercise, did you comment on the quality of the paraphrase)?

19. Were there areas in which you had difficulty advising students? If so, what were these areas?

20. Did you feel you had adequate support from the Dean's and Academic Advising Offices before you started the tutorial? If not, what do you wish you had known before you started?

21. Do you feel the stated goals of the tutorial are appropriate?

