



OBJECTIVES AND GUIDELINES FOR THE FIRST-YEAR TUTORIAL

A four-credit tutorial is required of all students who enter Grinnell College as first-year students and of all transfer students below third-year standing whose previous work does not qualify them for an exemption. Students normally enroll in four courses each semester; the tutorial is required in the first semester as one of these four courses. Each student will inform the college by mid-summer of his/her choices ranked among five tutorials. Wherever possible, the student will be given one of these choices. The final assignment to tutorials will be determined by the Director of Academic Advising and the Associate Dean of the College prior to New Student Orientation.

The tutorial aims at equipping students with general skills in critical thinking and analysis by focusing on writing, reading, and speaking. The tutorial also formalizes the student/adviser collaboration in that the faculty member serving as tutor serves also as adviser to the students in the tutorial. The tutor will ordinarily be the student's academic adviser until the student declares a major.

Objectives:

1. To help the student plan his/her academic program in the liberal arts through an individualized tutor/student advising relationship.
2. To give special attention to critical thinking and analysis by focusing on writing, close reading of texts and analysis of materials, and speaking and discussion skills. Like good writing, reading and discussion skills, information literacy should also begin in the tutorial and develop throughout the students' four years.
3. To explore a particular topic which illuminates methods of inquiry and not necessarily the mastery of a particular discipline.

General Guidelines:

1. Each tutorial has a target enrollment of 12 students in order that its topic can be chosen to allow small-group instruction. The topic will embrace a subject matter which invites students to read critically and to discover methods of inquiry through analysis, interpretation and evaluation. The topic normally does not duplicate any regular course in the curriculum, although the Tutorial Committee may permit exceptions. The topic may invite experimentation with both pedagogy and subject matter which are appropriate for entry-level learning.
2. The tutor is responsible for planning with the student a liberal arts program as outlined in the *Catalog* and *Advisers' Handbook*.

Specific Guidelines:

1. All tutors will submit a short written description of the topic for approval by the Dean or Associate Dean of the College towards the end of the Spring semester.
2. Each tutor will require the equivalent of at least four formal pieces of written work. To promote an understanding of writing as a process, one or more of these assignments may include the preparation of drafts, revisions, outlines, etc. The tutor will also provide classroom opportunities for the development of oral expression of ideas. Some tutors may include a research component, but this is not required.
3. It is the responsibility of tutors to work with librarians to make sure tutees receive instruction in information literacy appropriate to the goals of the tutorial. If the tutorial contains a research component, instruction may focus on resources, both print and electronic; if there is not a research component, librarians may suggest other useful ways to introduce students to basic information literacy. Instruction may take place during one session or in briefer multiple segments over two or more sessions.
4. It is the responsibility of tutors to make sure that their tutees have discussed the rules for proper citation and for paraphrase and that they practice applying these rules in their written work. Tutors may use exercises on proper citation and paraphrasing approved by the Subcommittee on Academic Honesty of the Committee on Academic Standing or they may incorporate such practice in their own writing assignments for the tutorial in order to satisfy this requirement. Tutors must place in each student's file either the completed exercise or a note stating that the student has practiced applying rules for proper citation and paraphrasing.
5. It is exceptionally rare for students to be permitted to change from one tutorial to another. Such changes are permitted only within the first two weeks of classes and only with the permission of the Director of Academic Advising and the new tutor.

Grading:

A student must complete the tutorial with a grade of C or higher to meet the tutorial graduation requirement. Any student earning a grade of D or F in the tutorial will be automatically placed on probation. Students earning a grade of D or F in the tutorial will be required to complete an appropriate course determined by the Associate Dean and the Director of Academic Advising in order to fulfill the tutorial requirement. This course must be completed with a grade of C or higher during his or her next semester at Grinnell. After the completion of this course and removal from probation, the student will be eligible for a "Plus-2" or independent study project (297, 397, 399).

Endorsed by the Grinnell College faculty April 19, 2003