**Department of Music   
Proposal for Tutorial or Specialized Ensemble**Music 506, 601, 602, 342, 442, 542

**Overview**

**Tutorial courses** (Music 506, 601 & 602) are designed to give students the opportunity to study a specific topic in music where there are no specific course offerings in the department. Topics are chosen in direct consultation with the instructor of the tutorial.

**Specialized Ensemble courses** (Music 342, 442 and 542)are designed for two purposes:  
 1. To allow a student to continue in ensemble activities where there are currently no available course numbers (either because they do not exist or because the student has already received credit in all of the available course numbers).

2. To allow for the creation of special ensembles (created by and on discretion of the instructor).

*\*All proposals must first be approved by the instructor of the course and then by the Department Chair.*

**How to submit a proposal**  
1.Give the form on the next page to the potential instructor of the ensemble/tutorial and ensure they include:

* an outline of need and/or purpose
* a description of course content
* grading procedures/breakdown
* their signature/consent
* a title to appear on the transcript (no more than 19 characters)

Additional forms are available [on the website](http://www.music.ualberta.ca/Resources/StudentResources/GradResources/Forms.aspx)  
  
\*Note for graduate students: the instructor is not the same as your graduate supervisor-the form must be signed by the individual overseeing your final grade.

2. Submit the form as follows *a minimum of 7 business days before the add/drop deadline:*Undergraduate students: leave the signed form in the mailbox of the Undergraduate Administrator at the front office  
Graduate students: leave the signed form in the mailbox of the Graduate Administrator at the front office

**All courses *must* be completed in the term in which the student is registered. These courses are closed to web registration, thus please inform the Undergraduate or Graduate Administrator *via email* if you require changes/additions/deletions.**

**Proposal for Tutorial or Specialized Ensemble Form***\*Please ensure this form is submitted a min. of 7 business days before the add/drop deadline.*

|  |  |
| --- | --- |
| Student Name: |  |
| Student ID: |  |
| Program: |  |
| Email address: |  |
| Instructor name: |  |

|  |  |
| --- | --- |
| \*Course number: |  |

\*Grad Courses: Music 601, 602 (tutorial), 542 (ensemble) \*Undergrad Courses: Music 506 (tutorial), 342/442/542 (ensemble)

|  |
| --- |
| Course Title (19 character max): |
| Outline of need/purpose of the course: |
| Description of Course Content: |
| Grading procedures: (\*provide a detailed breakdown) |
| Instructor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept. Chair Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |