

Personal Tutoring: Information for Students 2013/14

School of Tourism and
Hospitality

Lead Personal Tutor
Dr Natalie Semley

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Record your personal tutor details here:

Student name:			
Student ID:			
Year of study:		Degree:	
Personal tutor name:			
Personal tutor address:	Room		, Cookworthy Building

Personal Tutoring at Plymouth University

One of the most important people you will meet while you are a student is your Personal Tutor. Your Personal Tutor will be a member of academic staff and is one of your main contacts whilst you are here.

You will be allocated a personal tutor during induction week

If for any reason you have not been allocated a personal tutor within the first few weeks of term, please email Natalie Semley (natalie.semley@plymouth.ac.uk), and she will ensure you are assigned a member of academic staff as soon as possible.

You should try and build a solid relationship with your Personal Tutor from the start of your studies. If you experience a problem or need support from your Tutor at any point it will be a lot easier if you know who your Tutor is and have met them.

The purpose of this short guide is to give you a brief overview of the Personal Tutoring system at Plymouth University, and to answer some frequently asked questions. Should you have any additional questions, please speak to your personal tutor.

What you can expect from your tutor

Your tutor's role is to:

- Help you succeed on your programme of study
- Be a first point of contact for academic and personal support
- Help you to access University services if appropriate

You can expect your tutor to:

- Explain the personal tutoring system and how to contact them (e.g. email, office hours)
- Maintain communication and be available, particularly if you have a problem
- Arrange to see you individually or in a group (sometimes a group approach to an issue can help more than just one person's point of view).
- Reply to written communications (e.g. email) normally within two working days.

You can also expect your tutor to:

- Offer general academic guidance
- Help you to explore and plan your personal development, possibly through PDP – Personal Development Planning
- Monitor and discuss your progress with you
- Help you to take control of your learning
- Listen to and note any issues or problems (big or small) which are affecting you or your ability to study
- Refer you to expert support within the University
- Write references when you apply for jobs and courses – so keep them up to date with your CV and achievements
- Discuss your plans beyond your course – and refer you to e.g. the Careers Service for further support

How often should I see my Personal Tutor?

- Obviously this relationship relies upon regular contact and mutual confidence between you and your Personal Tutor
- As a minimum, you should see your Personal Tutor **three times a year**. The initial meeting will be in **induction week**, the second in **term one** and the third in **term two** at a time and location agreed with your Personal Tutor (e-mail will be used to arrange/request tutorials)
- For each of these scheduled meetings you will need to complete a Personal Tutoring form *prior* to the meeting. The forms are colour coded to enable you to select the correct form (Pink for term one – meetings one and two, and Blue for term two – meeting three)
- You should also take the initiative to see your Personal Tutor whenever you have something you would like to talk over and you should feel free to do so at any time – you can request a tutorial by e-mail.
- Make sure your Personal Tutor knows about your achievements and skills, particularly those outside the immediate programme curriculum. These can be recorded on the transcript that accompanies your degree certificate.

To make personal tutoring work, both students and tutors need to make an effort.

Specific issues addressed at each stage of your programme

Stage 1

- Your tutor is aware that it is important for you to adjust to and settle into your programme and activities will be planned during the first weeks of induction to help you make contacts, develop networks and make plans for this important part of your degree.
- Your tutor will also discuss your progress during the first term and make recommendations to you, where necessary, to help you to improve performance.
- Your tutor is also aware that the early part of the course can present challenges for some so is available to help and provide advice and guidance to help you to address any problems. This may be in the form of advice about speaking to people with specialist knowledge.
- Being a success on a degree is subject to you learning study skills and important graduate skills. These skills are best developed and then refined as soon as possible so your tutor will be checking your progress in this respect and be aiming to help you to develop action plans to maximise your potential.
- Some students will require advice about specific issues relating to the International Student Exchange Programme (ISEP). If this is the case your tutor will tell you who to speak with to find out more. Note this must be done early in term one in stage 1.

Stage 2

- Your tutor will continue to check your progress and discuss your plans for stage 2 reflecting on the weighting in relation to the final degree outcome and discussing your potential targets.
- For many there is an opportunity to proceed to work placement and your tutor will work with you to guide and advise you in relation to this.
- Some students join the programme having transferred or progressed from another University or College and in those situations the tutor will check that you are settling effectively.

Stage 3

Placement year (*optional*)

Stage 4

- Your tutor will discuss your plans for your degree classification and reflect on how you can achieve the best result possible.
- Some students join the programme having transferred or progressed from another University or College and in those situations the tutor will check that you are settling effectively and are appropriately prepared for the programme.
- By the end of the programme your tutor will plan to consult with you in order to construct an individual reference for future use.

Your personal tutor can expect *you* to:

- Respond to communication from them. To make this possible, you should check your University e-mail at least twice a week.
- Prepare for meetings with your personal tutor, for example by,
 - Completing the required personal tutoring form *prior* to each scheduled meeting (see Figure One for an example)
 - Making a list of questions you want to ask or areas of concern
 - Identifying things your tutor should know, e.g. difficulty, illness, or an achievement
 - Reviewing how you feel your academic work is progressing
 - Reviewing your plans for the future – you are likely to be asking your tutor for a reference at some point, so make sure that they have an up to date copy of your CV, and some idea of your career interests.
- Request appointments via e-mail.
- Keep appointments made on your behalf, and give reasonable notice if you are unable to attend
- Talk to them about any issues, barriers to learning, things you need help with
- Understand the role of the personal tutor and its relationship with other support services – i.e. tutor may refer you to other specialists in the University to get expert support where appropriate
- Respect office hours and e-mail guidance – i.e. when your tutor has said they will be available, and will respond to e-mails in a reasonable amount of time (within two working days, or provide alternatives if they are away).
- Give your tutor reasonable notice if you are making a request for a reference

Figure 1: Example of the personal tutoring form

TOURISM & HOSPITALITY

**UG Personal tutoring Form
Scheduled Session One**

Student name:			
Student ID:			
Year of study:		Degree:	
Personal tutor:			
Date:		Location of meeting:	

<p>List any achievements, concerns, issues or topics you wish to discuss in your meeting</p> <p>To be completed by the <i>student</i>, prior to the personal tutoring session</p> <p>? <i>Can I access the library? Online resources? Do I know how to access and read my timetable?</i></p>	<p>List any recommendations, suggestions and actions that need to be taken</p> <p>To be completed by the <i>student</i>, during the personal tutoring session</p> <p>? <i>Any personal, educational goals to be achieved before the next meeting?</i></p>