

Example Questions for Personal Academic Tutoring

Table 1 – Example academic, pastoral and personal development questions

Academic	Pastoral	Personal Development
<ul style="list-style-type: none"> • Are you enjoying your course and modules? • Do you understand what is required of you? • Are you coping/managing with the workload? • Are you managing/on track to meet deadlines? • Do you need any specific academic help or information (e.g. with essay writing; revision; referencing; plagiarism)? • Do you have any major commitments beyond your study (e.g. work; sporting; family); If so, what are the implications of these for your studies?; Are you coping with the different demands on your time? • What academic targets or goals would you like to set yourself and achieve this semester/year? • How do you intend to go about achieving your academic targets of goals? (strategies) 	<ul style="list-style-type: none"> • How are you in general? • How are you settling in? • How is your accommodation? • How are you getting on socially? • Are you taking care of yourself (sleep; diet; rest)? • Do you have any concerns or worries? 	<ul style="list-style-type: none"> • What personal targets or goals would you like to set yourself and achieve this semester/year? • How do you intend to go about achieving your personal targets or goals? (strategies) • Do you know what you want to do when you graduate? • Do you know what skills/experiences are required for this? • Have you gained/are you gaining any relevant work experience? • Have you engaged with the Careers Network? • Have you engaged with Personal Best?

Table 2 – Suggested questions for personal tutorial meetings

Year 1	Years 2 and 3	Placement Students
<p>Semester 1: Academic, pastoral and personal development</p> <ul style="list-style-type: none"> • Have you enjoyed the past few days/week? <i>Refer to and discuss the induction activities.</i> • What is your impression of the course so far? • Do you understand what is required of you? • Have you made your module choices for this semester and next? • Do you have any questions about your module choices or any specific modules? • Do you feel you will need any specific academic help/information (e.g. essay writing; revision)? • Do you have any major commitments beyond your study (e.g. work; sporting; family)? • If so, what are the implications of these for your studies? • How are you settling in? • How is your accommodation? • Are you managing to find your way around the School/campus? • How are you getting on socially? • Have you been involved in freshers activities? • Have you explored the campus/town yet? • Do you have any concerns or worries? • Do you know what you want to do when you graduate yet? • If so, do you know what skills/experiences are required for this? • What academic and/or personal targets or goals would you like to set yourself and achieve this semester/year? • How do you plan to achieve your academic and/or personal targets or goals? (strategies) 	<p>As per year 1, semester 2, plus for semester 1 and/or 2:</p> <p>Plans/aspirations upon graduation and preparations</p> <ul style="list-style-type: none"> • Do you have any firm plans for when you graduate? • Do you intend to apply for jobs, training courses and/or pursue further study? • Have you begun to explore/research your options? • Have you visited the Careers Network's web site? • Have you begun to prepare your CV? • Have you gained or have you plans to gain any relevant work experience? 	<p>Semester 1:</p> <p>Placement year and requirements</p> <ul style="list-style-type: none"> • Did you enjoy your placement? • What new knowledge, skills and experiences did you secure? • During your placement year did you engage in Personal Development Planning, i.e. reflect on, monitor and record your personal development and progress?; What evidence of your personal development did you gather and record? • Have you completed and/or are you clear about all of the requirements relating to your placement?
<p>Semester 2: Semester 1 generally</p> <ul style="list-style-type: none"> • Did you enjoy semester 1 and your semester 1 modules? • What is your impression of the course now? • What have you learned from semester 1? • Did you cope/manage with the workload and manage to meet deadlines? • As applicable, did you cope with your commitments beyond your study (e.g. work; sporting; family)? • Did you have any concerns or worries during semester 1? <p>Semester 1 results</p> <ul style="list-style-type: none"> • How do you feel about your results? • Are your results as expected? • Do you feel your results are reflective of the effort you put in/your ability? • Do you feel there is room/potential for improvement? • What have you learned from your results? <p>Semester 2 and semester 2 module choices</p> <ul style="list-style-type: none"> • Are you enjoying this semester and your modules so far? 	<p>Year 2 only:</p> <p>Placements</p> <ul style="list-style-type: none"> • Will you be undertaking a placement or have you considered undertaking a placement next year? • Are you aware of the benefits, as well as the implications of, a placement year? • As applicable, have you secured a placement yet? • If not, what sources of support are you using to find a placement? (e.g. Programme DPS/Placement Co-ordinator; Business School; Careers Network). 	<p>Return to University and study</p> <ul style="list-style-type: none"> • Do you understand what is required of you this year? • How are you settling back in to the course and to studying again? • Are you integrating with the non-placement year students? • Do you feel you will need any specific academic help or information this semester (e.g. essay writing; revision)?

<ul style="list-style-type: none"> • Are you satisfied with your module choices this semester? • Do you feel fully settled in? • Do you understand what is required of you? • Are you coping/managing with the workload this semester? • As applicable, are you coping with your commitments beyond your study (e.g. work; sporting; family)?; Do you feel you will continue to do so? • Do you feel you will need any specific academic help or information this semester (e.g. essay writing; revision)? • Do you have any concerns or worries this semester? <p>Module choices for next year</p> <ul style="list-style-type: none"> • Do you know what modules you wish to take next year? • What has informed/will inform your choices? • If applicable, do you know which modules these choices will enable you to take (or prevent you from taking) next semester/year? (i.e. has the student considered their future choices/pathway and the pre-requisites for these/this?) • Are there any modules you are undecided about?; If so, which ones and why? <p>Academic and/or personal targets/goals for semester 1/the year</p> <ul style="list-style-type: none"> • Have you made progress towards or achieved your targets/goals for semester 1? • If so, how/in what way(s)?, If not, why not? What prevented you from making progress/achieving them? • Were your targets/goals realistic/unrealistic and suitably challenging/too challenging? <p>Academic and/or personal targets/goals for semester 2</p> <ul style="list-style-type: none"> • What academic and/or personal targets or goals would you like to set yourself and achieve this semester? • How do plan to achieve your academic and/or personal targets or goals? (strategies) <p>Commitment to own personal development – Engagement with Personal Best</p> <ul style="list-style-type: none"> • Are you engaging in Personal Best, i.e. reflecting on, monitoring and recording your personal development and progress? • If so, what evidence of your personal development have you gathered and recorded? • If not, what evidence of your personal development do you have and could you record? <p>Other achievements, experiences or developments</p> <ul style="list-style-type: none"> • Do you have any other news, developments or plans to update me on? • Have you any new commitments or interests? • Have you gained any work experience? 		
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