

Calendar of Personal Tutor meetings (Part 1)

Date	Event	Preparation	Agenda for meeting
Freshers Week	Initial meeting with Personal Tutor		<ul style="list-style-type: none"> ▪ role of personal tutorials ▪ choice of modules ▪ Paper-based iLearn document given out
Term 1 Week 5	Term 1 Scheduled meeting with Personal Tutor	<ul style="list-style-type: none"> ▪ Complete Individual Learner Profile (ILP) before the meeting on paper to take to the meeting, or online on-line via iLearn Portfolio (shared with tutor in advance of meeting) ▪ Prepare a schedule of your assignment deadlines for the term/year. ▪ Identify particular strengths and weaknesses that are likely to affect your academic progress 	<ul style="list-style-type: none"> ▪ ILP ▪ first impressions of University coursework/workload (including assignment deadlines) and study methods ▪ Return and discuss marked formative essay.
Term 2 Week 5	Term 2 Scheduled meeting with Personal Tutor	<ul style="list-style-type: none"> ▪ Consider progress in Term 1 ▪ Identify any particular difficulties (academic, social or personal) ▪ Prepare a schedule of your assignment deadlines for the term. ▪ Consider your summer plans, and any links to future career 	<ul style="list-style-type: none"> ▪ academic progress ▪ expectations of the course ▪ study skills issues, including assignment deadlines and exam preparation ▪ discuss attendance record for Term 1 ▪ looking ahead to Part 2 option module choices ▪ discuss summer plans and possible career development (work experience, eg)
Term 3 Week 10	Term 3 Scheduled meeting with Personal Tutor	<ul style="list-style-type: none"> ▪ Consider Year 2 option choices 	<ul style="list-style-type: none"> ▪ exam results ▪ degree programme and progress so far ▪ options for Year 2 ▪ summer plans (and possible career developments/work experience)