

# Personal Tutoring – your meeting



Swansea University  
Prifysgol Abertawe

Your name / number:

Your course / year of study:

Date and time of meeting:

## Before you attend think about:

1. How are things going?

2. What are your priorities for this academic year?

3. What actions do you need to take to achieve your priorities?

4. When will you take these actions?

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### Tutee and tutor both need to:

Turn up **on time**

**Prepare** for each session

**Not make last minute changes** unless unavoidable

Give and receive **feedback**

**Deliver on any promises** e.g. exchanging emails

<b>Tutee</b> Undergraduate or postgraduate taught student	<b>Tutor</b> Academic member of staff
<ul style="list-style-type: none"><li>✓ Note down any actions you have agreed to do</li><li>✓ Follow up on the actions agreed</li></ul>	<ul style="list-style-type: none"><li>✓ Ensure the process is followed</li><li>✓ Ask the right questions</li><li>✓ Keep your own record of actions</li></ul>