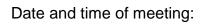
## **Personal Tutoring – your meeting**

Your name / number:

Your course / year of study:





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?	

## Personal Tutoring – your meeting

## 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

Tutee Undergraduate or postgraduate taught student	Tutor Academic member of staff
Note down any actions you have agreed to do  Follow up on the actions agreed	Ensure the process is followed  Ask the right questions  Keep your own record of actions

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