

Working with supervisors and personal tutors

STUDENT HANDOUT

Draw a Venn diagram on your piece of card. This consists of the universal set (a large box drawn around the edge of the card), which is to be named 'roles and responsibilities'. In the box draw two sets (these are two large overlapping circles). Name one set 'personal tutor' and the other set 'student'. The overlap is called the intersection and includes both personal tutor and student.

Once you have done this work through the list below, placing each item somewhere on your Venn diagram. Think about each item, discuss it with your group members and reach agreement about where it should be placed on the diagram. For example, do you consider it to be the role or responsibility of the personal tutor, the student or both? Or do you think that it is not the responsibility of either and, therefore, must be placed outside both sets? As you work through the list you might think of additional roles and responsibilities that have not been included. If so, add them to your Venn diagram. Once you have placed all the items on the diagram we will hold a class discussion on the issues raised.

Possible roles and responsibilities

- prepare for meetings

show up on time

initiate conversation

develop a meaningful relationship

listen actively

act on what is said

explore academic goals

explore personal goals

develop study and learning skills

provide learning resource information

give useful book references

comment on work

encourage personal development and growth

provide support and encouragement

make specialist referrals

work towards goals

set boundaries

remain motivated

display enthusiasm
- explore expectations

encourage independence

encourage peer networking

encourage joy of learning

stimulate intellectual thought

challenge arguments

share worries and concerns

disclose sensitive information

provide feedback

develop a good working relationship

act on feedback

provide refreshments

act on advice

respect boundaries

seek help

commit to work requirements

complete work on time

provide careers advice

Learning outcome: By the end of this activity you will have a greater understanding of roles and responsibilities when working with personal tutors and supervisors, which will enable you to work effectively together and build a good working relationship as your course progresses.