**Worcester Business School Personal Academic Tutoring (PAT) System**

**Year 3**

**Guide for Tutees**

As a student of Worcester Business School you are being supported by the PAT system to ensure that you get the most out of your studies and plan for your future beyond your course. PAT tutorials will enable you to reflect on your qualities, successes, values, skills, academic progress and set targets. Each meeting with your PAT has a distinct focus. This year, the tutorials are focused as follows:

Meeting 1 – Manging your final year

Meeting 2 – Course review

Meeting 3 – Making applications to jobs and further study

Meeting 4 – Your next steps

Meetings 1 and 3 are group meetings and meetings 2 and 4 are individual meetings. If you require additional meetings these can be arranged directly with your Personal Academic Tutor. Sensitive matters that you wish to discuss at your tutorial will be noted using Worcester Business School’s confidential procedures.

**What do you need to do?**

This document contains forms that you must complete in advance of your PAT meetings. This is your own personal form that has been set up on OneDrive as a shared document between you and your personal tutor[[1]](#footnote-1). **When completing the forms you should click on ‘Edit in Browser’ from the options at the top of the document.** This will enable you to complete the form and all changes will be automatically saved in OneDrive so you and your tutor can access them. There is no need to e-mail any documents. After all meetings you should complete the reflections section. At the end of the year your tutor will add comments (provided you have attended all meetings and completed all forms).

**What are these forms used for?**

The forms are used as a record of your PAT sessions and this is noted on your permanent record on SOLE. The information provided by you is used by your tutor when they write your reference.

|  |  |
| --- | --- |
| **Year 3 Meeting 1**  **Name of tutee:**  **Name of Personal Academic Tutor:**  **Date of meeting:** | |
| **Please complete the following sections before your first PAT meeting. Edit the form directly in the browser in OneDrive.** | |
| **Transition into the third year**  How do you expect the third year to be different at University?  Are there any specific concerns you have about your third year?  What have you done to prepare for your return to this final year? | A bit more workload, also with the added pressure of this year being the most important.  No specific issues.  No massive changes to how I prepared for 1st & 2nd year, just making sure I am refreshed and ready for final year by having a good break and feel ready to get stuck into final year. |
| **Time management**  How have you managed your time in your previous years of study?  Has this been a successful strategy for you?  Are there any things you could do to improve your time management?  Do you know what support is available to help you manage your time? | I feel I often manage my time well, usually taking opportunities on days off (This year Monday and Friday) to spend at least 4 or 5 hours working on various assignments.  This strategy has worked very well so far.  This year I have added every assignment deadline/milestone into my calendar to ensure I know when these are occuring. |
| **Stress Management**  Are you expecting your third year to be more stressful than previous years? If so, why?  How have you managed stress previously? Has this strategy been successful for you?  Is there anything you can do to improve your stress management?  Do you know what support is available to help you with stress management? |  |
| **Graduate Applications**  Are you planning to go onto further study or work when you complete your degree?  Do you know how and when you will need to make applications?  Do you know what support is available to help you with applications? |  |
| **Degree Classification**  What degree classification are you aiming for?  Do you know how the degree classification is calculated? |  |
| **Year 3 Meeting 1 Reflections**  **Complete this section after your first PAT meeting** | |
| **Learning**  What did you learn or find out about in the PAT meeting? Was there anything that you didn’t know previously? Are other tutees experiencing similar or different things to you? Are there ways in which you can support each other as peers? |  |
| **Moving Forward**  How are you planning on managing your time and stress levels in this third year of your course?  When will you start making graduate applications and where to?  What grades do you need to achieve in each of your modules to be awarded your desired degree classification? |  |

|  |  |  |
| --- | --- | --- |
| **Year 3 Meeting 2**  **Date of meeting:** | | |
| **Complete the following sections before your second PAT meeting** | | |
| **Course Reflections**  What modules did you take in year one and what grades did you get in each module?  What themes emerged from your feedback in year one and what did you do to address this? Was this successful?  What modules did you take in year two and what grades did you get in each module?  What themes emerged from the assessment feedback and what did you do to address this? Was this successful?  Were the grades/marks you achieved in years one two what you expected? If not, why do you think this was?  What can you learn about your academic progress from the answers to the questions above? | |  |
| **Academic Progress Plans**  How are you current modules linked to those that you have previously studied? How can you use your previous learning to support you presently?  Are you on course to achieve your desired degree classification?  What do you intend to do, in order to improve grades and make progress in year three? | |  |
| **Work experience and skill development**  What work experience do you currently have?  How does this compare to your peers?  Do you need to acquire more experience? If so, how do you plan on securing this experience? | |  |
| **Opportunities**  What interests, activities, and opportunities have you participated in throughout your course?  What transferable skills have you developed through these opportunities?  Do you have any plans to take on further opportunities this year? If so, what? | | (e.g. Clubs, societies, hobbies, employment, research, contribution to UW community, StARs, UW Ambassador, WiP, additional qualifications, volunteering?) |
| **Year 2 Meeting 2 Reflections**  **Complete this section after your second PAT meeting.** | | |
| **Goals**  What goals do you have left to achieve in your course?  What steps do you need to take in order to achieve these goals?  What difficulties might you experience?  How will you overcome these difficulties?  How will you know when you have been successful? |  | |

|  |  |
| --- | --- |
| **Year 3 Meeting 3**  **Date of Meeting:** | |
| **Complete the following sections before your third PAT meeting** | |
| **Application Progress**  What are your goals following the completion of your undergraduate course?  What steps have you taken to achieve these goals so far?  What feedback have you had or what progress has been made so far?  What areas for development have been identified?  What are your next steps in order to achieve your goals? |  |
| **Support available**  Do you know what support is available to help you with your applications?  Have you utilised this support? If so, how did it help you? If not, why have you not accessed this support? |  |
| **References**  Do you know how to access a reference from the university?  What information do you expect your reference to contain?  Do you feel your PAT knows you well enough to provide a reference? What would you like them to know about you in order to help them write your reference? |  |
| **Year 3 Meeting 3 Reflections**  **Complete this section after your third meeting** | |
| **Graduate Goals**  What have you discovered about your progress towards your graduate goals? Are you in line with your peers in terms of progress made? Are you at the point the experts suggest you should be at?  Are there any additional steps you intend to take as a result of this meeting? |  |

|  |  |
| --- | --- |
| **Year 3 Meeting 4**  **Date of meeting:** | |
| **Please complete the following sections in advance of your fourth meeting** | |
| **Reflections on your course**  Now you are near the end of your course, has your experience been what you expected? Why?  What have you learnt about yourself in the process of completing your course?  Have your aims for post-graduation changed compared to when you first started the course? If so, how?  How will you use your experiences on the course to help you in your next steps? |  |
| **Personal Development**  What strengths do you feel you have developed over your time at WBS?  What are the main areas you have improved in?  What areas would you like to improve upon further?  What experiences have helped you to develop the most at WBS? |  |
| **Goal Achievement**  What goals have you achieved during your course?  What goals do you still have left to achieve?  How are you going to ensure you achieve these goals? |  |
| **Next Steps**  What are you planning to do once you finish your course?  Do you know what support is available from the university after you complete your degree? What sources of support do you plan on accessing?  Do you have any worries or questions about your next steps? |  |
| **Year 3 Meeting 4 Reflections**  **Complete this section after your fourth meeting.** | |
| **Priorities**  What is your main priority before the end of your course?  Is there any support that you need from your PAT to achieve this?  What is your main priority once you have finished your course?  What ongoing support might you need from the university to achieve this? |  |

|  |  |
| --- | --- |
| **Tutor Feedback**  **Your tutor will complete this section after your fourth meeting** | |
| What have been the tutee’s main successes during their time at WBS?  How has the student progressed this year?  What are the student’s main areas of strength and weakness?  How has the student managed their own development throughout their time at WBS?  What are the student’s aspirations post-graduation?  Is there anything you would advise the student to do to help them reach this aspiration? |  |

1. Course administrators and the Senior Personal Academic Tutor can also access your forms. [↑](#footnote-ref-1)