Department of History

The Personal Tutorial System...

For students on single honours BA History or BA Modern and Contemporary History, and for all joint honours students on BA History, Politics and International Relations, BA English and History, BA French and History, BA German and History, BA Music and History, BA History and Philosophy, BA Spanish and History, and BA Ancient and Medieval History.

Tutorials on HS1002 History and Meaning (term one) and HS1005 Public History (term two) take place (normally) in Personal Tutors’ offices in set weeks at times to be confirmed by the Department. You will therefore be taught by your personal tutor on a regular basis in your first year, as well as seeing them for these specific meetings.

PERSONAL TUTOR SYSTEM AND STUDY SKILLS — AN OVERVIEW

This document contains information about the Personal Tutor System for students enrolled on single honours BA History or BA Modern and Contemporary History, and for all joint honours students on BA History, Politics and International Relations, BA English and History, BA French and History, BA German and History, BA Music and History, BA History and Philosophy, BA Spanish and History and BA Ancient and Medieval History.

All first year students enrolled in History, whether on single honours or joint honours programmes, have a Personal Tutor provided by this department.
In addition to the First Year Tutor (Dr Clive Burgess; C.Burgess@RHUL.ac.UK) and Deputy First Year Tutor (Dr Emily Manktelow; Emily.Manktelow@RHUL.ac.UK), there is also a Joint Honours Tutor (Dr Kaja Cook; Karoline.Cook@RHUL.ac.UK) who can offer advice.

The Personal Tutor system and our supplementary study skills lectures have three core goals:

1. To provide general academic and pastoral support to students within the department.
2. To help first year undergraduate students develop the study skills necessary to make the most out of their programme of study in the History Department.
3. To help first year undergraduate students develop those practical and critical skills that prepare them for life after university.

If you have any questions or concerns, please don’t hesitate to contact Dr Burgess the First Year Tutor, or Dr Manktelow, the Deputy First Year Tutor, or Dr Cook, the Joint Honours Tutor. For more general queries see Dr David Gwynn (David.Gwynn@RHUL.ac.UK), the Department’s Director of Undergraduate Studies; or Dr Emmett Sullivan (Senior.Tutor-History@RHUL.ac.UK), the Senior Tutor for the Department.

PART 2: THE PERSONAL TUTOR SYSTEM

Our Personal Tutor System is designed to help first year students in particular make the transition to university-level study. Making this transition is not always easy: first year students are often unfamiliar with what we expect them to study and also how we expect them to study it. For this reason, you will meet with your personal tutor much more frequently during your first year than in your second and third years of study.

All students whether on single or joint honours programmes have a Personal Tutor within the History Department whom they can approach with queries or for advice.

Personal tutorials for first year students will take place in set weeks during the teaching calendar. Meetings will normally take place in your Personal Tutor’s office.

Your Personal Tutor is also your academic tutor for the two foundation half-units HS1002 History and Meanings and HS1005 Public History, for which there are regular meetings over the course of the Autumn Term and Spring Term.

All teaching staff hold regular weekly Academic Consultation and Feedback Times (AC&FTs). In addition, students are welcome to make an appointment to see their Personal Tutor at an alternative time to discuss issues that may be of concern.

The Department will remind you of the weeks when you will be meeting your personal tutors.

Attendance at personal tutorials is compulsory. Attendance at the supplementary study skills lectures is optional but strongly recommended.
SCHEDULE OF PERSONAL TUTOR MEETINGS

Week beginning 24 September 2018, Welcome Week

Meeting your Personal Tutor

This is a relatively informal introductory session for students to meet briefly with their Personal Tutor in small groups!

By the end of this meeting, you will have:
• Met your Personal Tutor and familiarised yourself with the organisation of the Personal Tutor System
• Understood how the system of tutorial groups for HS1002 and HS1005 works
• Accessed guidance on Gateway choices
• Discussed matters such as email etiquette and who to speak to if you need help
• Taken note of where you can find general help with study skills from the College’s Centre for the Development of Academic Skills or CeDAS
• Taken note of your first tutorial for HS1002 (History and Meanings foundation half unit), and what preparation is needed.

Please take a look at the CeDAS resources for Academic Skills, especially the ‘Study Skills’ section: https://www.royalholloway.ac.uk/ecampus/cedas/onlineresources/home.aspx.

Week beginning 1 October 2018

Follow-up meeting with your Personal Tutor

This session is the opportunity for students to meet with their personal tutor on a one-to-one basis.

You will be given details about the timing of this meeting by the Department.

Week beginning 21 January 2019 (second week, term two)

‘Touching base’ one-to-one meeting with your Personal Tutor

This session is an opportunity for students to meet with their personal tutor on a one-to-one basis and to discuss with your Personal Tutor how you are finding your programme, what has gone well and what has gone not so well, and how – after one term – you are coping with balancing the academic and social demands on your time.

You will be given details about the timing of this meeting by the Department.
Week beginning 4 March 2019

Second year course options: one-on-one meeting with your Personal Tutor

For this session, you will meet your tutor individually for 10 minutes to discuss your course options for your second year. You will need to prepare for this session by familiarising yourself with the course options for next year and thinking about which options you might wish to study.

By the end of this meeting, you will have:
- Discussed the course options available for next year
- Developed a clearer sense of what you might choose to study next year.

You will be given details about the timing of this meeting by the Department.

Week beginning 3 June 2019, penultimate week of year

End-of-year reflections: one-on-one meetings

For this session, you will meet your Personal Tutor individually for 10 minutes to discuss how your exams went and your reflections on the year overall.

By the end of this meeting, you will have:
- Reflected on the exams
- Reflected on the year
- Discuss the challenges you have overcome
- Considered your plans for the summer
- Talked about your aspirations for next year.

You will be given details about the timing of this meeting by the Department.

REMEMBER – YOU ARE ALWAYS WELCOME TO GO AND SEE YOUR PERSONAL TUTOR EITHER IN THEIR CONSULTATION AND FEEDBACK HOURS OR BY PRIOR APPOINTMENT!