



## Department of Politics and International Relations

### Personal Tutor System

For students on BA International Relations, BA Politics, BA Politics and International Relations, BA Politics and International Relations & Philosophy, BSc/BA Politics, Philosophy and Economics, BA Politics with Philosophy, and BA European and International Relations.

Tutorials to take place in personal tutors' offices in set weeks at times **to be confirmed**

### ...and Study Skill Lectures

For all students taking modules in the Department of Politics and International Relations

Lectures to take place in Weeks 6 to 9 of teaching on Thursdays at 4pm in the Bourne Lecture Theatre

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## **PART 1: PERSONAL TUTORIALS AND STUDY SKILLS—AN OVERVIEW**

This document contains information about the Personal Tutor System for students enrolled on BA International Relations, BA Politics, BA Politics and International Relations, BA Politics and International Relations & Philosophy, BSc/BA Politics, Philosophy and Economics, BA Politics with Philosophy, and BA European and International Relations.

It also contains information about the supplementary study skills lectures that we provide to all students taking modules in the Department of Politics and International Relations.

For students enrolled on other Joint Honours or combined programmes, where another department leads on the programme, personal tutorials will be provided by that department. Please note that different systems are likely to follow slightly different plans.

Study skills provision for students enrolled on BA Philosophy is incorporated into PY1102 Tutorial Special Study.

The programme of tutorials and supplementary study-skills lectures has three core goals:

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

The remainder of the document provides:

1. A brief overview of the Personal Tutor System
2. A detailed outline of personal tutorials for first years
3. A detailed outline of personal tutorials for second years
4. An outline of the supplementary study skills lectures

If you have any questions or concerns, please contact Dr Michael Bacon, the Department's Senior Tutor, or Dr Nicholas Allen, the Department's Director of Teaching and Learning:

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## **PART 2: THE PERSONAL TUTOR SYSTEM**

Our personal tutorials are designed to help first-year students in particular make the transition to university-level study. Making this transition is not always easy: students are often unfamiliar with what we expect them to study and *how* we expect them to study it.

For this reason, you will meet with your personal tutor more frequently during your first year than in your second year of study.

All students are welcome to make an appointment to see their personal tutor at any time to discuss other issues that may be of concern. Students enrolled on programmes where another department is responsible for organising tutorials will have a dedicated point of contact within the Department of Politics and International Relations whom they can approach with general academic queries. This information will be circulated separately. If you are not sure who this person is, please email either the Senior Tutor or the Director of Teaching and Learning.

Personal tutorials for first and second years will take place in set weeks during the teaching calendar. Meetings will take place in your tutor's office.

Personal tutors will allocate their students to one of two groups: a group A, and a group B. Groups will always meet at the same time in those weeks when tutorials are scheduled. Meetings will generally take one of two forms: hour-long small-group meetings; or shorter one-on-one meetings.

In order to allocate students to a group, personal tutors will schedule two one-hour meeting times. Group A will meet in the first hour; group B in the second. Students will be allocated to one of the groups depending on their own timetable, i.e., to avoid any clashes with scheduled teaching.

The Department will remind you of the weeks when you will be meeting your personal tutors. But you will need to make a note of your group and the precise time when your tutorials will take place.

The majority of the sessions are built around practical, hands-on exercises that will help you to hone the key skills you need to succeed in your degree. Attendance at personal tutorials is compulsory. Come to the tutorials ready to participate!

An outline of the tutorial programme—for first and second years—is set out on the next page. The second section of this document then provides more information about first-year tutorials, and the third section provides more information about the second-year tutorials. The final section sets out briefly the programme of supplementary advice and feedback lectures.

## Weekly schedule for personal tutorials

Please note that the specific times for your tutorials will be provided separately.

<b>Week (of teaching)</b>	<b>Week beginning</b>	<b>Tutorials taking place</b>
Welcome Week	24 Sep 2018	1st, 2nd and Final years, small groups
Week 1	1 Oct 2018	1st, 2nd and Final years, small groups
Week 2	8 Oct 2018	1st years, small groups
Week 3	15 Oct 2018	--
Week 4	22 Oct 2018	1st years, small groups
Week 5	29 Oct 2018	--
Reading week	5 Nov 2018	--
Week 6	12 Nov 2018	1st years, small groups
Week 7	19 Nov 2018	1st years, small groups
Week 8	26 Nov 2018	1st years, one-on-one meetings
Week 9	3 Dec 2018	--
Week 10	10 Dec 2018	--
Christmas vacation		--
Week 11	14 Jan 2019	--
Week 12	21 Jan 2019	1st years, small groups
Week 13	28 Jan 2019	--
Week 14	4 Feb 2019	--
Week 15	11 Feb 2019	--
Reading week	18 Feb 2019	--
Week 16	25 Feb 2019	--
Week 17	4 Mar 2019	--
Week 18	11 Mar 2019	1st years, one-on-one meetings
Week 19	18 Mar 2019	2nd years, one-on-one meetings
Week 20	25 Mar 2019	--
Easter vacation		--
Penultimate week of term	3 June 2019	1st and 2nd years, one-on-one meetings

## Assessment

The Personal Tutor System has one piece of formal assessment. First-year students are required to take and pass the Moodle Academic Writing Skills Quiz by the end of the Autumn term (Friday 14 December). The Quiz is available here:

<https://moodle.royalholloway.ac.uk/course/view.php?id=2>

- all first-year UG students taking a Single, Joint, or Combined Honours programme with a department in the Faculty of Arts & Social Science are required to take and pass the Quiz;
- all such students are automatically enrolled;
- a Pass in the Quiz is required for progression to second year;
- a Pass is a mark of 60% or above;
- the Quiz time limit is 75 minutes, and includes 30 randomly generated questions on aspects of English language and the chosen referencing style;
- the Quiz offers students the choice to answer on one of three Faculty-approved referencing styles: Harvard, MHRA, and MLA;
- Joint/Combined Honours students need only complete the Quiz on one referencing style, so they can choose the one with which they are most comfortable;
- students can take the Quiz as often as they like during the available timeframe (see the Moodle page for further details);
- any student who has not passed by the closing date will be entered for a **resit window at the start of the Spring Term**;

## **PART 3: FIRST-YEAR PERSONAL TUTORIALS**

### **Week beginning 24 September 2018, Welcome Week**

#### Meeting your personal tutor

This is a relatively informal session for students to meet briefly with their personal tutor individually, in pairs, or in small groups, depending on the time of your arrival

By the end of this meeting, you will have:

- Met your personal tutor
- Discussed the contents of the UG handbook, email etiquette, how to ask for extensions and who to speak to if you need help
- Familiarised yourself with the organisation of the Personal Tutor System
- Taken note of where you can find help with study skills from the College's Centre for the Development of Academic Skills or CeDAS
- Taken note of your next tutorial, including which group you have been allocated to, 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>

Note: These meetings will not take place in scheduled personal-tutor hours

### **Week beginning 1 October 2018, first week of teaching**

#### 'Safety-net' meeting for new tutees

This session is an opportunity for students to meet with their personal tutor if they were unable to do so in Welcome Week. Please see above for details.

Note: This and all subsequent meetings will take place in scheduled hours, details to be confirmed.

### **Week beginning 8 October 2018, second week of teaching**

#### Writing essays and PIR's marking criteria: small groups

For this session, you will meet your tutor with other students in small groups for one hour.

You will need to prepare for this session by reading in advance three essays (to be provided by the department), as well as a copy of the departmental marking criteria. You will be expected to discuss each essay and how you would grade it according to the marking criteria. The tutor will then facilitate a discussion about what makes a good essay, i.e., structure, answering the question, how to write paragraphs, and so on.

By the end of this meeting, you will have:

- Become familiar with the department's marking criteria
- Read examples of essays and related them to the department's marking criteria
- Reflected on what makes a good essay
- Discussed with your tutor and other students some common essay-writing errors.

You may also want to consult the CeDAS resource set, 'Essay Writing':

<https://www.royalholloway.ac.uk/ecampus/cedas/onlineresources/home.aspx>

Note: you should have confirmed which group you will be in at your first meeting with your personal tutor.

## **Week beginning 22 October 2018, fourth week of teaching**

### Note-taking and participation in seminars: small groups

For this session, you will meet your tutor with other students in small groups for one hour.

You will need to prepare for this session by bringing with you copies of the notes you have taken for this week's seminars. You will be expected to discuss your current note-taking practices, and your experience of participating in seminars.

By the end of this meeting, you will have:

- Reflected on how you take notes in preparation for seminars
- Talked about how you might take notes more effectively
- Discussed what steps you might take to get the most out of seminar discussions.

The CeDAS resource set, 'Library and online search skills', is very useful and can be found at:

<https://www.royalholloway.ac.uk/ecampus/cedas/onlineresources/home.aspx>

## **Week beginning 12 November 2018, sixth week of teaching**

### How to reference: small groups

For this session, you will meet your tutor with other students in small groups for one hour.

You will need to prepare for this session by reading in advance a copy of the Department's referencing guide and familiarising yourself with it.

During the session, you will be expected to complete individually a short referencing test (to be provided), that will require you to identify errors in referencing according to the department's referencing guide. You will then have an opportunity to discuss the errors you found, and referencing more generally.

By the end of this meeting, you will have:

- Become familiar with the department's referencing guide
- Been tested on your ability to spot common referencing errors

## **Week beginning 19 November 2018, seventh week of teaching**

### **How to avoid plagiarism: small groups**

For this session, you will meet your tutor with other students in small groups for one hour.

The tutor will also facilitate a discussion about what you understand by plagiarism, and help you to ensure that you avoid it.

You will need to prepare for this session by reading through the CeDAS resource set, 'Avoiding Plagiarism':

<https://www.royalholloway.ac.uk/ecampus/cedas/onlineresources/home.aspx>

By the end of this meeting, you will have:

- Discussed plagiarism
- Reflected on what you can do to reference your essays correctly and avoid plagiarism.

## **Week beginning 26 November 2018, eighth week of teaching**

### **Touching base: one-on-one meetings**

For this session, you will meet your tutor individually for 10 minutes to discuss your progress so far.

You will not need to prepare for this session.

During this session, you will have a chance to speak to personal tutor about how you are finding your programme, what has gone well and what has not gone so well, and how you are coping with balancing the social and academic demands on your time.



**Note: by the end of term, Friday 14 December, you must have completed and passed SS1000, the Moodle Academic Writing Skills Quiz.**

The quiz is available here:

<https://moodle.royalholloway.ac.uk/course/view.php?id=2>

## **Week beginning 21 January 2019, twelfth week of teaching**

### **Essay feedback: small groups**

For this session, you will meet your tutor with other students in small groups for one hour.

You will need to prepare for this session by bringing with you a short summary of the feedback you have received on your autumn-term essays and three specific changes you plan to make to your essay writing in order to improve your spring-term essays.

Every student will be expected to summarise their experience of feedback to other members of the group, and to say what they will do to improve. There will then be a general discussion of getting the most out of feedback.

By the end of this meeting, you will have:

- Summarised the feedback on your autumn-term essays
- Reflected on the feedback
- Set yourself specific goals to improve your spring-term essays.

You may want to consult again the CeDAS resource set, 'Essay Writing':

<https://www.royalholloway.ac.uk/ecampus/cedas/onlineresources/home.aspx>

## **Week beginning 11 March 2018, eighteenth week of teaching**

### **Second-year course options: one-on-one meetings**

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

## **Week beginning 3 June 2019, penultimate week of year**

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

For this session, you will meet your 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
- Discussed the challenges you have overcome
- Considered your plans for the summer
- Talked about your aspirations for next year.

Note: These meetings may not take place in scheduled personal-tutor hours

## **PART 4: SECOND-YEAR PERSONAL TUTORIALS**

### **Week beginning 24 September 2018, Welcome Week**

#### Meeting your personal tutor

This is a relatively informal session for students to meet briefly with their personal tutor individually, in pairs, or in small groups, depending on the time of your arrival.

By the end of this meeting, you will have:

- Met your personal tutor
- Reminded yourself of the contents of the UG handbook
- Discussed the organisation of the Personal Tutor System.

### **Week beginning 1 October 2018, first week of teaching**

#### 'Safety-net' meeting for returning tutees

This session is an opportunity for students to meet with their personal tutor if they were unable to do so in Welcome Week. Please see above for details.

### **Week beginning 18 March 2019, nineteenth week of teaching**

#### Final-year course options: one-on-one meetings

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

This will be an opportunity for you to talk to module convenors about their specific courses in the summer term.

### **Week beginning 3 June 2019, penultimate week of year**

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

For this session, you will meet your 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
- Discussed the challenges you have overcome
- Considered your plans for the summer
- Talked about your aspirations for next year.

Note: These meetings may not take place in scheduled personal-tutor hours

## **PART 5: SUPPLEMENTARY STUDY SKILLS LECTURES**

This short series of four lectures is meant to complement the personal tutorials and provide guidance for students whose personal tutors (and tutorials) are in other departments. They provide advice and feedback from the convenors of the first-year modules.

All sessions will take place in the Bourne Lecture Theatre on Thursdays at 4-5pm. Although they are called lectures, the sessions will be interactive—so come prepared with questions.

There are no texts for this course, but you might find the following books useful, both of which are available in the library:

Cottrell, S. (2013) *The Study Skills Handbook*, fourth edition. Basingstoke: Palgrave Macmillan.

Cottrell, S. and Morris, N. (2012) *Study Skills Connected: Using Technology to Support Your Studies*. Basingstoke: Palgrave Macmillan.

You are encouraged to browse the online resources provided by Royal Holloway's Centre for the Development of Academic Skills (CeDAS).

These include Essential Academic Skills, open lectures on relevant topics, English for international students, and a range of online resources to help you with all aspects of academic study skills.

Its website is: <https://www.royalholloway.ac.uk/ecampus/cedas/home.aspx>

### **Thursday week 6 (15 November):**

- half hour of advice from Head of Department (Chris Hanretty)
- half hour of advice specific to Classic Readings (Nat Rutherford)

### **Thursday week 7 (22 November):**

- half hour of feedback on Classic Readings essays (Nat Rutherford)
- half hour of advice on Introduction to Politics and Government (Chris Hanretty)

### **Thursday week 8 (29 November):**

- half hour of feedback on Introduction to Politics and Government (Chris Hanretty)
- half hour of advice on Introduction to International Relations (Ben O'Loughlin)

### Thursday week 9 (7 December):

- half hour of feedback on Introduction to International Relations (Ben O'Loughlin)
- half hour of advice on Methods (Kaat Smets)