

APPENDIX 1

<i>Professional Skills Tutorial System 2002 / 2003</i>			
Meeting / Date	Activities & Outputs		Key Skills
Induction Week	30/9 – 4/10	Icebreaker	Social Gathering
Tutorial No. 1 Mid-Late OCT	<p>Prior to tutorial, as part of AB1001 intensive week WWW exercise, tutees will have established e-mail contact via Biosciences intranet and provided a Personal Portrayal ProFile (electronic version). Tutors will have been given a copy of their tutee's ILP completed during welcome week. Discussion takes place on tutor & tutee specialisms. Essay from IT Word on AB1001 should have been received, marked (graded pass/fail only) and feedback sheet(s) discussed. Tutees informed about key skill assistance sources, feedback diaries and given a list of 2nd discursive essay topics for selection. Initial thoughts on planning and run through of assessment criteria.</p> <p>Work for Tutorial 2 – AB1001 Units & Measurement Exercise to be completed and handed in to skills tutor by agreed deadline. Selection of extended essay topic confirmed via e-mail. Complete feedback diary page.</p>		<p>Communication</p> <p>Use of Information Technology</p> <p>Application of Number</p>

<p>Tutorial No. 4</p> <p>Mid January- Early Feb</p>	<p>Return extended essay with completed front sheet feedback form. Summarise collective strengths and weaknesses of essay writing/IT skills. Return SWOT analysis with appropriate commentary.</p> <p>Work for Tutorial 5 – complete statistical exercise (as part of AB1000) by set deadline. Up-date skills feedback diaries.</p>	<p>Improving own learning & performance</p> <p>Application of Number</p>
<p>Tutorial No. 5</p> <p>Late March</p>	<p>GROUP TUTORIAL</p> <p>Review success or otherwise AB1000 statistics.</p> <p>Package – discuss any feedback comments.</p> <p>Plan activities and tasks for group poster exercise.</p> <p>Topic to be based upon students' choice of best-extended essay submitted by the group.</p> <p>Work for Tutorial 6 – complete group poster work and up-date feedback diaries.</p>	<p>Application of Number</p> <p>Communication</p>
<p>Tutorial No. 6</p> <p>Early May</p>	<p>Tutors to conduct process review of poster group work and tutees to provide a group critique of poster presentation.</p> <p>Group assessment of all posters according to the specified pre-disclosed assessment criteria.</p> <p>Tutors/tutees to complete individual structured student reports as part of Progress Files developments.</p>	<p>Communication</p> <p>Teamwork</p> <p>Improving own learning & performance</p>