

# ACADEMIC TUTORING



Use the force of the R2:D2 model to achieve effective and *impactful* individual academic tutorial meetings

## **REVIEW** – Before the meeting [5 minutes]

Review the

- notes and actions set for the student at the previous tutorial meeting
- engagement and assessment profile since previous meeting
- student career plans and HEAR activity

## **DISCOVER** – At the start of the meeting [3 minutes]

Ask the student if there are any areas of concern or issues they want to explore

Identify

- actions from the previous meeting which the student has completed
- using engagement data, any behaviours that are detrimental to learning and progression

## **REFOCUS** – During the meeting [5 minutes]

Using a solution-focused coaching approach, help the student to

- explore their concerns and engagement behaviours
- identify suitable targets to address before the next meeting

Suggest helpful resources and referrals available to the student

## **DOCUMENT** – At the end of the meeting [2 minutes]

Record on ASCEND

- the interaction and *brief* notes of the meeting
- any new actions or targets agreed with the student
- any previous actions which the student has completed

Remember to respect student confidentiality in notes, and that notes are shared with students

Check out the online guidance at  
[www.yorks.ac.uk/tutoring](http://www.yorks.ac.uk/tutoring)