

Design Engineers Year 1 Personal Tutorials Schedule 2009-10
term-time Mondays, 1.10-2pm, Rm 2.22 QB*

<i>UoB Week#</i>	<i>Activity</i>	<i>Content</i>	<i>Preparation</i>
0	Dept. event: <i>Meeting with Tutors</i>	Introductions; my role as your tutor and yours as tutees. Interests and aspirations.	None required. After the meeting have a look at Bristol's regulations on personal tutoring [1].
1	Tutorial: <i>Reading scientific and technical papers</i>	Ways to facilitate good understanding of technical and academic materials.	First read the technical magazine article [2]**. Then read [3], skim through [2] again and prepare for discussion.
2	Absent	I am unavailable during the timetabled tutorial this week.	n/a
3	Tutorial: <i>Bibliographic research skills and tools - is Wikipedia all bad?</i>	The sources we can trust and use both in print and on-line in our academic work. Related tools.	Do intute's on-line tutorial at [4] (it will take you around 1 hr to complete). Wander around Queen's library.
4	Absent	I am unavailable during the timetabled tutorial this week.	n/a
5	Reserved for individual meeting	As required.	None required.
6	Tutorial: <i>Use of Bb and other techie stuff</i>	On-line learning environments and other facilities to support your study (podcasts etc.).	Have a quick look at Blackboard, if you're not familiar with it already [5].
7	<i>READING WEEK (no tutorial)</i>		
8	Tutorial: <i>Academic writing, referencing and plagiarism</i>	Writing essays and technical reports, using bibliographical sources and avoiding plagiarism.	Do the Univ. of Leicester's on-line tutorial at [6] (it will take you around 30 mins).
9	Reserved for individual meeting	As required.	None required.
10	Absent	I am unavailable during the timetabled tutorial this week.	n/a
<i>CHRISTMAS</i>			
11	Tutorial: <i>Creating posters</i>	Visual communication of ideas as a key skill. Techniques to convey messages effectively.	Have a look at the site at [7]. Read the quick reference at their 'Resources' page.
12	Reserved for individual meeting	As required.	(ALL) Consider topics suitable for a 5 min presentation during next week's tutorial. We need to agree on the topic.
13	Tutorial: <i>Doing presentations</i>	Tackling the butterflies in the tummy: addressing audiences and using notes to present.	Read the relevant pages at [8]. Then prepare a 5 min presentation on our mutually agreed engineering topic.
14	Reserved for individual meeting	As required.	None required.
15	Absent	I am unavailable during the timetabled tutorial this week.	n/a
16	Absent	I am unavailable during the timetabled tutorial this week.	n/a
17	<i>READING WEEK (no tutorial)</i>		
18	Tutorial: <i>General study tips, revisions and reflection</i>	Types of reading, strategies for retention, revision techniques and learning from learning.	Have a look at [9] and identify further similar material on the web.
19	Reserved for individual meeting	As required.	None required.
20	Tutorial: <i>Professionalism and ethics as students and engineers</i>	Our moral stance and the challenges ahead. Duties and responsibilities of engineers.	First read ICE's code of professional conduct [10] and then the ethics case study [11]**. Prepare for debate.
<i>EASTER</i>			
21	Reserved for individual meeting	As required.	None required.
22-24	Ad hoc meetings as (and if) required	As required.	n/a

*Tutorials of weeks 3,6,8,11,13,18,20 may be timetabled in **QB library's group study room** (depending on room availability). I will let you know in advance of any alterations so you can adjust any required preparation effort.

**Copies handed out in week 0, along with this timetable.

Please Turn Over.

