

# Tutorials

Your School or lecturer/tutor will make you aware of how many tutorials you will have to attend along with **how often and when**. Typically tutorials will be held on a weekly or fortnightly basis.

You may be **allocated** a tutorial group or you may be asked to **sign** up for one at the end of your first/second lecture, or at the School Office.

The material to be covered in tutorials may be available to download via **Queen's Online**, provided in your lectures or outlined in your **module handbook**.

Before each tutorial, you will be expected to have done some preparation and there are certain expectations in regard to your participation:

## Preparing for Tutorials

- ✓ Do the required readings or exercises and make notes to summarise the content or process
- ✓ Identify and analyse the main topic or theme for the tutorial
- ✓ Consider the topic or theme from different angles or disciplines
- ✓ Reflect on key issues or topics discussed either in lectures or the previous tutorial
- ✓ Submit answers to questions or coursework prior to attending the tutorial (if requested)
- ✓ Think about any difficulties that you may have found relating to the material provided to you
- ✓ Talk to others in your class informally to make the more formal tutorial environment less intimidating
- ✓ Meet with your tutor/lecturer in their office hour (if you are unsure of topic areas)
- ✓ Email your tutor/lecturer if you have any questions

## Participating in Tutorials

- ✓ Most importantly: Attend!
- ✓ Recall the underlying themes and topics for the tutorial to be able to participate actively
- ✓ If you have a question, don't think it's a stupid one! – Odds are another student will be thinking the same. Thus, do not hold back from sharing your ideas/thoughts!
- ✓ Any questions or issues should be asked as early as possible, allowing time for them to be answered
- ✓ Make sure you make a contribution, as your active participation might affect your grade
- ✓ When contributing, try and be concise and go straight to the point
- ✓ Don't take criticism of any of your ideas or views personally. You should expect someone to disagree or argue against something you say. If everyone agreed then tutorials would be pointless!