

## Personal Development Tutor checklist for meetings with students

### Meeting your PDT students

- Aim to meet with your PDT students within the first three weeks of trimester.
- Meetings can be conducted in groups or one-to-one, but try to provide one-to-one meetings for all first-year and direct entry students.
- Most meetings are likely to be held online or by phone this trimester. Refer to Top 10 tips for supporting students at a distance (available from [PDT Toolkit resources](#)).
- Students may choose not to attend or meet with you, but make contact as soon as you can and ensure that they know who you are and how to reach you.

### Suggested questions/discussion points for meetings

During your meetings please tailor your questions to your student's programme and modules.

Suggested questions to ask/matters for discussion:

- Have you had any issues with matriculation or finding your way around MyNapier?
- Ask how the student is progressing in each module in turn
- Ask about attendance or accessibility, if you spot a lot of 0s on Tracker
- How do they feel they're getting on with others on their course?
- Is there any issue they'd like to discuss in a longer meeting?

You may also wish to motivate students, if appropriate, by explaining that although their marks in first year do not count towards their degree classification, they will want to have marks that reflect their best abilities to show to potential employers and that strong engagement in first year creates a firm learning foundation and positive study habits.

A self-care grid for students is available on the PDT Toolkit. You might find it useful to use this with a PDT student if you think they might be struggling, to help them and you to find out how they are feeling.

Any questions, please don't hesitate to ask your School PDT Lead (contact details are on available from the PDT Toolkit).

### Additional resources and information:

PDT Toolkit

<https://staff.napier.ac.uk/services/dlte/resources/PDT/Pages/PDT.aspx>

PDT Guidance for staff

<https://staff.napier.ac.uk/services/dlte/resources/PDT/Pages/PDT-resources.aspx>

PDT information and video for students 'What is a PDT?'

<https://my.napier.ac.uk/Academic-Study-Skills/Pages/PDT.aspx>

PDT Guidance for students

[https://staff.napier.ac.uk/services/dlte/resources/PDT/Documents/PDT\\_student\\_web.pdf](https://staff.napier.ac.uk/services/dlte/resources/PDT/Documents/PDT_student_web.pdf)

Self-care grid for students

<https://staff.napier.ac.uk/services/dlte/resources/PDT/Documents/Self%20Care%20Grid%20Quick%20Guide.pdf>