

Norwich University College of the Arts

BA (Hons) Animation
BA (Hons) Design for Publishing
BA (Hons) Graphic Design
BA (Hons) Illustration
BA (Hons) Photography

Level 1

Tutorial Preparation Guidelines

Information and tips to help you take full advantage of your **Course Tutorials**.

Each year the organisation of course teaching is intended to be responsive to your needs as a student. As part of this there will be a tutorial availability in the studios as indicated on the notice boards and timetables.

The expectation is that you will be able to attend a formal tutorial appointment with a member of staff subject to published availability.

Your use of the tutorial system will be monitored so please ensure that you are taking full advantage of the tutorials available.

Tutorials are an extremely important part of the Learning and Teaching programme and the following guidelines are intended to make them as productive and effective as possible for you.

When you are scheduled for a tutorial please **make sure that you attend**; if you cannot make the specified time the onus is on **you** to inform the relevant member of staff/course administrator.

The tutorial is primarily for your benefit so prepare for it.

We anticipate that you might use a tutorial slot for a multitude of purposes; the list below is not exhaustive, but typically might include:

- a A major or minor review of your studio work.
- b Support and guidance if you are unsure of the direction your work is taking.
- c To seek confirmation that the work you are engaged with is viable.
- d To help you locate references to relevant practices, professionals and contextual material.
- e to gain practical/technical advice on the production of your work.