

Supervisor guide to getting the most out of undergraduate and masters supervision

Connecting with your supervisee and checking their progress in their studies, their involvement in clubs and societies and other aspects of their lives over a regular period is an important way for us to promote student engagement in teaching and learning and gives students a sense of community at York.

The role of the supervisor

1 Hold sessions
Hold supervisor meetings regularly within each term to check how well your supervisee is doing and provide encouragement and support.



2 Discuss progress
Talk through their academic and personal progress, discuss their feedback and assessment scores and help identify opportunities for them to develop their personal skills.



3 Help with problems
You are likely to be your supervisee's first point of contact for academic and personal problems which may impact on their studies.



4 Signpost
You should be able to signpost your supervisee to other sources of help, advice and support for any issues or problems which go beyond your experience or knowledge.



5 Promote activities
Talk to your supervisee about their life at University and encourage them to take part in non-academic activities.



6 Plan for employability
Encourage your supervisee to start planning their career and offer advice on accessing the Careers and any departmental resources to build skills and gain experience.



The role of Supervisor to undergraduate and postgraduate taught students is essential to their experiencing exemplary teaching and learning as part of our supportive academic community

John Robinson, PVC Teaching and Information

Most supervision with students are about telling them how well they are doing and encouraging them to keep at it

HoD

Personal tutors give a personalised approach to higher education, which is often lost when students are part of a big department when they can often feel like a number

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We ask students to

1 Attend sessions
You should meet with your supervisor regularly within each term. Meet early and make more appointments as you need to. Don't feel you are bothering them – they are there to be bothered.



2 Prepare for sessions
Know what you want to talk about when you meet with your supervisor. Make notes on what's happening in your studies, your university life and any issues or worries you might have.



3 Ask for advice
Your supervisor is your first point of contact for any problems whether academic or personal. It's important you tell them early of anything that might affect your studies. They are also there to offer support and advice for opportunities you want to explore.



4 Help yourself
Your supervisor's job is to help you to help yourself. You need to understand if and what you need help or advice with. Tell them what's happening and what you need – only then can they help you. Then it's up to you to act on this advice.



5 Reflect on progress
Talk to your supervisor about your general academic progress, how you think you are doing and if you have any issues with the teaching on your course. Ask your course tutors to explain specific feedback on your marks.



6 Talk about the good stuff
Keep your supervisor updated with all aspects of your life at university including the good things you are doing or trying to achieve, and your career aspirations. One day they will write you a reference – so make sure they know all about you.

