Year 3 SSC – Tutor Responsibilities

Student Selected Components (SSCs) are a vital part of the curriculum, allowing students to venture away from the core curriculum and explore areas, which are of interest to them. As well as being extremely beneficial to students, the high standard projects, which the students undertake also, serve an important purpose to the host department/institution.

This document has been created to manage the expectations of somebody who has been approached with a view to supervising/tutoring a Year 3 SSC student.

So who can be a tutor?

Tutors need not be a doctor but should:

1. Be formally recognised by the School of Medicine as having significant expertise/experience in the area students wish to study

2. Have the necessary academic skills required to supervise a student and

3. Be able to mark students assignment and provide feedback.

Please only agree to undertake such a role if you are able to fulfil these requirements. If you have any reservations or concerns please contact the medical school using the details provided at the end of the document. The School of Medicine may require you to submit a brief CV to confirm your suitability if it does not have any information on its database.

Non-exhaustive list of year 3 SSC tutor responsibilities:

Help the student to construct a proposal
Each student will be required to submit a proposal to the medical school outlining their intended activities and learning objectives for the SSC they wish to undertake. Your help may be required to identify a suitable study and to agree on what activities the student will undertake.

Help the student to obtain ethical approval
If the project is research and requires ethical approval you will need to help your student acquire approval before the project commences.

During the project
SSC tutors are required to supervise the student/s during the SSC period and monitor their progress. The levels of supervision will differ greatly depending on the nature of the project being undertaken. For example a lab-based project may require full time supervision whereas an audit will require very little face-to-face time with the student. You will need to meet with your student/s on a regular basis to ensure a steady progress is being made – the

frequency of such meetings will vary depending on a number of factors, including the type of project, but should at least be <u>once a week</u>.

The levels of supervision and support that the tutor will provide should be discussed during the proposal process in order to manage the expectations of both the tutor and the student.

It is possible that the student may ask their tutor to look at a draft version of their project before they submit it to the Medical School. In this instance it would be appropriate for the tutor to suggest which areas could be improved and some ways in which to do so, although it would not appropriate for the tutor to edit the project or tell the student exactly how they should edit it.

Monitor the attitude and conduct of the student during their placement
It will be the responsibility of the SSC tutor to report any concerns regarding the student's attitude and conduct during the SSC period. An attitude and conduct form is part of the formal assessment for this placement.

Mark the final project
At the end of the SSC period each student will be required to submit a 1500 word paper. It will be the responsibility of the SSC tutor to mark this paper. An e-learning tutorial on the assessment procedure will be provided ahead of the SSC period.

Provide feedback
The tutor will be required to provide brief but constructive written feedback to each student at the end of the project. This is normally provided as part of the marking process.

Feedback is <u>compulsory</u> as it is a fundamental principle of the tutor-student relationship and provides the student with a platform on which to improve their performance going forward, both academically and professionally.

Further Information
SSC Handbook & Projects 2016/17 – available on Learning Central but a copy is also attached with this document.