

UNIVERSITY OF SURREY
SCHOOL OF ARTS
Department of Music and Sound Recording
BMus 4-year

Professional Training Period
Tutor Visit Report

Student visited	
Location	
Tutor	
Date	
Time spent at establishment	
Supervisor consulted	

Please comment on the following

Degree and appropriateness of supervision provided
General state of welfare

The following should rated based on the evidence available

5 Outstanding 90% **4** Good 70% **3** Adequate 50% **2** Poor 30% **1** Unsatisfactory 10%

	Host	Student	Tutor	PTEB
Level of responsibility				
Ability to work independently				
Awareness of commercial and/or external factors affecting his/her work				
Communication, other interpersonal skills, ability to work with others				
Motivation and willingness				
Time management, inc. ability to plan work schedules and set priorities				
Technical achievement, inventiveness, creativity				

Please indicate whether you have discussed the work diary with the student

Reflective work diary	
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Comments on relationship with supervisor(s) / colleagues

Notable work / achievements

Particular issues or problems discussed (professional or personal)

Comments on student welfare

Action points (inc. any Health and Safety issues)

Student:

Tutor:

Supervisor: