

What's Different?

For the 2020/21 academic year, we are looking at ways that Course Reps can still be recruited, and trained, and engaged while we operate either completely or partially remotely. This has led us to change some of our processes around the Course Rep journey.

Recruiting Course Reps

This year, Course Reps will be able to sign up through a single page on the Students' Union website. Students will need to register their interest on the Students' Union website, at hallamstudentsunion.com/reps.

This has the advantage of having a consistent point of sign up across the institution, meaning there is one 'main' list of Course Reps at Hallam.

The fact that students must sign up themselves reduces the risk that students are 'volunteered' by staff to carry out a role they aren't interested in. Several other University/SU partnerships have successfully taken this approach.

Before students are registered fully as Course Reps, they need to watch a short video on Blackboard, which gives a brief overview of the role, and what is expected of Course Reps. After this, they are able to confirm that they would like to become a Course Rep.

This will ensure that all Course Reps have a good understanding of their expectations before registering – it's hoped that this will reduce the number of 'inactive' Reps across the institution.

The Students' Union will then give regular updates to all Departments around recruitment numbers – at least weekly, but more often where necessary. This will be in the form of an Excel file with Students' names, student numbers, course and year of study. Staff will then be able to input this information to SITS. As the Students' Union has ownership of the initial list, it will not be dependent on the Course Rep information on SITS to invite Course Reps to training sessions.

Key actions for staff:

- Please direct students to sign up via www.hallamstudentsunion.com/reps, rather than adding Course Reps to a separate list to send on.
- Please still encourage students to get involved! It's still really important that University staff explain the importance of Representation.
- If you'd like to be regularly updated with a list of Reps for your department, please contact Ed Robinson, Academic Representation Manager at edward.robinson@shu.ac.uk.

Course Rep Training

Course Rep training will be delivered online this year. There should be one training session for Course Reps per Department, in collaboration with the Students' Union. If your Department hasn't been contacted, please contact Ed Robinson, Academic Representation Manager at edward.robinson@shu.ac.uk to arrange this.

Reps will then be able to sign up for a training session at <https://www.hallamstudentsunion.com/representation/academicinterests/training/>.

This session will cover broadly the same material as in previous years, but with much more of a focus on online interaction with students.

We will aim to train as many Reps as possible within this Departmental session – however, if a Rep isn't able to attend this session, they will be able to attend a different Department's session, provided it is in the same college. The aim is to train as many Course Reps as possible in the initial sessions, to ensure that Reps are prepared for their first meetings with staff, and to minimise mop-up sessions for very small groups of Reps.

Reps must attend a training session. If they don't attend a training session, then they will be removed from their role. This is a last resort, but this should be adhered to.

Department Representatives

This year, there will be one paid Department Representative for each Academic Department.

These roles are recruited as student staff at the beginning of the academic year. The new paid Department Rep role will allow the Students' Union and the University to be more ambitious with projects over the year, and will give Course Reps in each Department a single, named student contact to report Department-wide issues to, and to form a professional relationship with as a group.

This will also help to ensure that students' feedback is addressed effectively, and at the right level.

Key actions for staff:

- **Please do not recruit Department Representatives yourself.** This will be done via the Students' Union's recruitment processes.