

# Department Reps

Shaping departments for the better



— HANDBOOK —

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# Welcome

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Congratulations on becoming a Department Rep at Sheffield Hallam University!

Through gaining this position, you have the power to be able to influence and change your departments and the university as a whole. As well as this, you have the ability to empower your fellow students and course reps, enabling the student voice to resonate even higher and further, throughout every corner of the university.

As your Education Officer, I'm here to help and advise you throughout your time on any issues you may want to raise (from course fees to course feedback, and everything in-between!). This includes any campaigns or initiatives you'd like to run or see myself running. I can't wait to meet and work with you all over the next year! Don't be afraid to call, email, or meet me in my office at the HUBS.

Remember: Be polite, but DON'T be quiet!



**Davey Silver**  
Education Officer 2017/18  
Sheffield Hallam Students Union



# Role description

## As a Department Rep, you are expected to:

- Attend relevant Departmental level meetings and represent student opinions at a Departmental level.
- Gather feedback from students in your Department on issues that are not course-specific but may affect students across a Department or Faculty (e.g. university services such as learning centres, catering, sports facilities, IT, timetabling, learning and teaching experience, specialist facilities, plus additional learning and teaching issues that cut across courses).
- Be a point of contact for students and Course Reps who want to raise issues or give feedback at Departmental or Faculty level, help them to direct their feedback or raise it in the relevant forum.



## As a Department Rep you are required to:

- Attend an initial training session to prepare you for the role.
- Attend at least one additional University and/or Students' Union meeting to put forward student feedback and to give a student perspective on any issues/policies discussed (e.g. Learning Teaching and Assessment Committees, Education Zone).
- Attend any other formal meetings as required e.g. meetings with Heads of Department or Learning Teaching and Assessment Committee meetings.

## You may also have the opportunity to:

- Take part in other training and development opportunities, e.g. further training or the Student Rep Welcome Event.
- Help support and mentor Course Reps, for example by attending Course Rep training sessions (this is also an opportunity to meet Course Reps).
- Take part in the Hallam Award.

# Aims and objectives

Use the space below to write down the aims and objectives you'll be working on during the next year in your role. You'll be able to set these objectives in your first one to one meeting with your Students' Union contact, who will support you within your role throughout your time as a Department Rep!

Do remember that these are things that you need to aim for throughout the year, but if you do not manage to achieve them all that is okay! We will be working to support you throughout your time as a Department Rep. Don't be afraid to come in for a chat with us!

The space below is for you to write down your aims and objectives after your first one to one induction, so that you can always have a record of them.

Aim/objective 1:

TICK WHEN COMPLETE

Aim/objective 2:

TICK WHEN COMPLETE

Aim/objective 3:

TICK WHEN COMPLETE

Aim/objective 4:

TICK WHEN COMPLETE

## Training requirements/requests

Please use this space to make a note of any areas of development you think you would benefit in receiving further training on.

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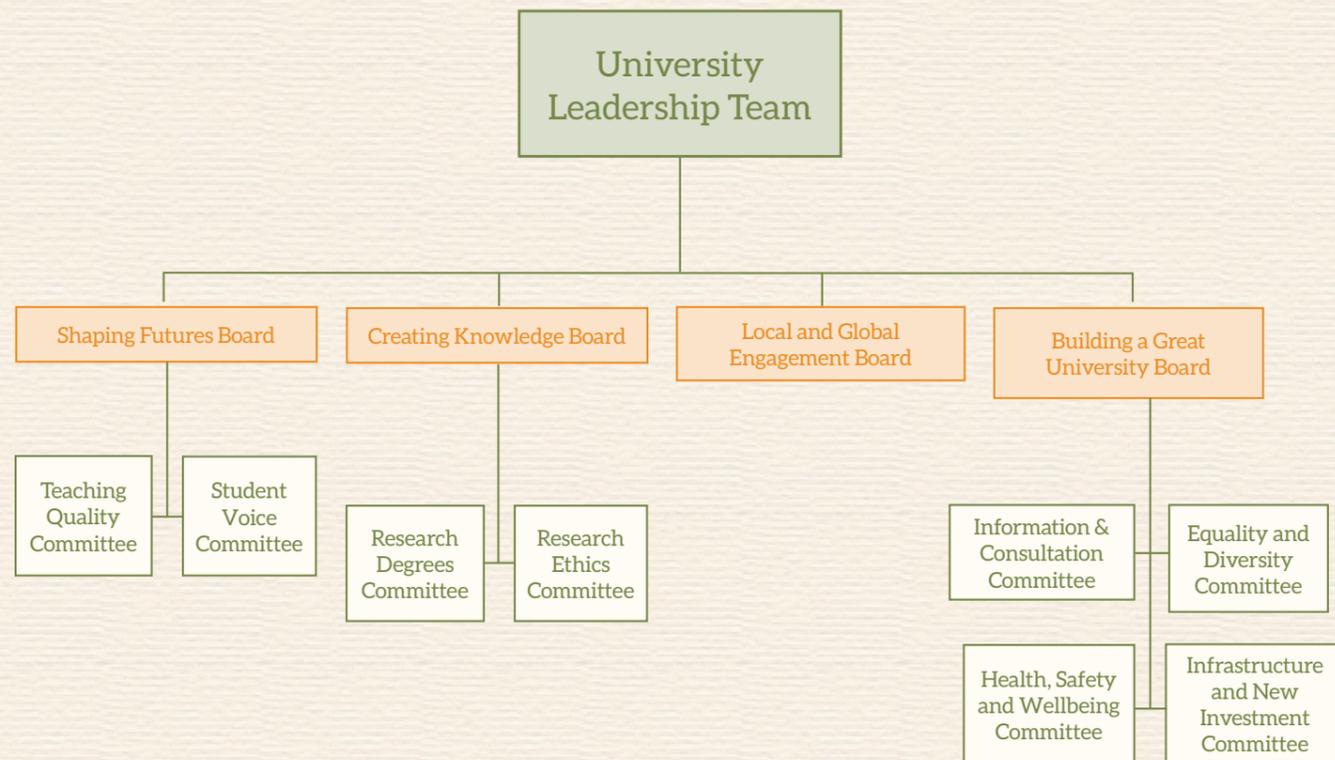
# Where do I fit in?

A key aspect of your role will be to attend Departmental Boards.

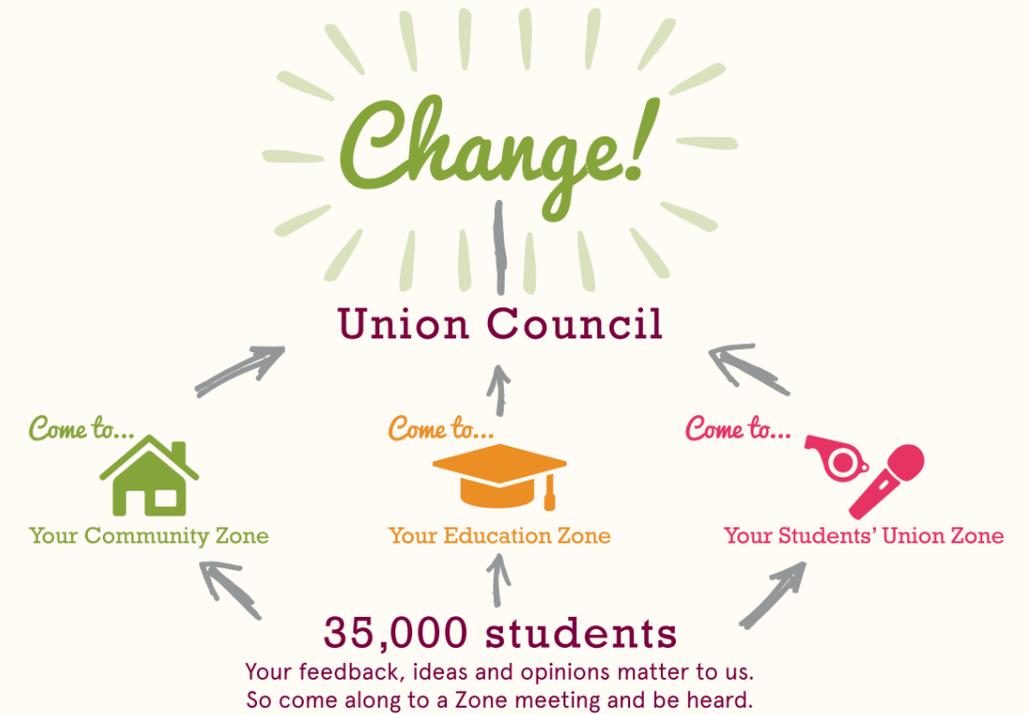
Department Boards are set up to ensure you can make a meaningful contribution. To help you understand the nature of the meeting it is recommended you meet with the Head of Department or Deputy Head of Department prior to your meeting to ensure you understand the nature of the meeting and they can answer any questions you have. This also allows you an opportunity to provide feedback if you are unable to attend the meeting.

A key number of meetings across the University require student voice participation.

As Department Reps you are required to attend some of these which you will be allocated to.



## How your Students' Union works...



### Education Zone

Education Zone is a discussion forum that is open to all students, meeting at least four times a year. Education Zone offers the opportunity for students to come together to discuss any common concerns, and offers an opportunity for students to make change happen. Policy in Education Zone can be taken forward to Students' Union Council to be discussed.

### Elected Officers

Alongside the Education Officer, there is a Part-Time elected Academic Rep for each Faculty. Your Faculty Academic Rep will be working on campaigns to do with each faculty within the Students' Union. It may be useful to make contact with them to keep up to date on any campaigns they might be running, alongside telling them about any faculty-wide issues you may have picked up on.

#### Faculty Academic Reps:

Alexandru Nita – ACES	uusacademicaces@shu.ac.uk
Terri Vasey – HWB	uusacademichwb@shu.ac.uk
Stephanie Garcia – SBS	uusacademicsbs@shu.ac.uk
D&S Rep	To be elected in October 2017

# Support and training

The Student Representation team in the Students' Union will always be on hand to help you out, if you have any problems or concerns. Come to the HUBS and see the Academic Representation team anytime! At the beginning of the year you will have an initial one to one to help set up your aims and objectives for the year as well as continued support to help you shape the student experience at Sheffield Hallam University.

As well as your initial training you will have the opportunity to attend various training events throughout the year, both internally and externally. These can include our Student Rep Welcome Event, as well as the NUS Course Rep Conference. If there is anything you feel is

missing from your training or anything you would like any additional training on, do let us know and we can try and run a session.

After your initial one to one we will be setting up regular catch ups, but if you have problems or concerns just get in contact with us.

Your two main points of contact will be:



**Katie Davorn**  
Academic  
Representation Manager  
e: k.davorn@shu.ac.uk  
t: 0114 225 3303



**Alison Worsley**  
Academic Interests  
Co-ordinator  
e: alison.worsley@shu.ac.uk  
t: 0114 225 3450

Keep a note of any other key contacts for your role below:

Name	Role	Email

# Dates for your diary

## Rep of the Month 2017/18

Monthly

Nominate yourself or an outstanding fellow Rep to be considered for our Rep of the Month award! You can do this at [hallamstudentsunion.org/your\\_union/youreducation/repofthemoth/](http://hallamstudentsunion.org/your_union/youreducation/repofthemoth/)

## Student Rep Welcome Event

31 October 2017, Collegiate Campus    2 November, City Campus

The Students' Union is hosting a Student Rep Welcome Event in which you will attend workshops to help you with your role and provide you with opportunities to meet Student Reps within your Department.

## Education Zones

10 October 2017, 12 December 2017, 31 January 2018,  
22 March 2018

Education Zone is an open discussion regarding relevant Educational issues to the student experience. It is expected that Department Reps will attend as many of these as possible to share various student issues.

## Keep your eye out for an exciting event in February...

February 2018

## Elections

12-16 March 2018

Every year, students vote to choose five full-time paid Student Officers and twelve part-time representatives that run your Students' Union. Consider running for a position (your Student Rep experience would provide the ideal basis to run for Education Officer), get involved with a campaign team but definitely don't forget to vote to choose your favourite candidates! Read more about it at: [hallamstudentsunion.org/yourofficers](http://hallamstudentsunion.org/yourofficers)

## Student Rep Celebration

May 2018

Held in May the Student Rep Celebration, showcases the successes of the Rep System. It is a night to celebrate the achievements of the year, awarding staff and students who have gone above and beyond throughout the year.





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