

Course Reps – a brief guide for Course Leaders

At Sheffield Hallam, we recognise that the best learning environment is one where students' perspectives are valued and taken into account. Course Reps play a crucial role in achieving this. They are a vital link between students, Course Leaders, and wider Representation structures. To ensure that every student has the opportunity to have a meaningful say on their education, we want to make sure that there are Course Reps on every course at Sheffield Hallam.

Key Changes for the 2023/24 academic year

The main difference from previous years is that Course Reps will **no longer be required to attend a training session** before being able to be invited to Staff-Student Committee Meetings. Any student who signs up is immediately a Course Rep. To ensure that Course Reps are aware of their responsibilities, some of the information that was previously included in the core training session is now included in the signup process. The Students' Union will continue to run training sessions for Reps throughout the year, and attendance at these will be heavily encouraged, but not compulsory.

Course Rep engagement with Staff-Student Committee Meetings should be measured with Data Explorer, using Non-Module Registers. Reps who have not engaged with their role by 20th November will be removed from their post. We will no longer track *Rep Signups* and *Trained Reps*, but *Course Reps* and *Engaged Reps* to reflect these changes.

Signing Up

All Course Reps should volunteer for the role by heading to hallamstudentsunion.com/rep and clicking on 'Rep Signup' to complete the signup module. As students sign into our website via the University's Single Sign-On, they don't need to enter their student details – that's all gathered in the background.

What Happens Next?

When students sign up, they will automatically be sent an email welcoming them to the role, introducing them to their Department Rep, and encouraging them to sign up to an additional training date. They'll also be automatically added to the Department Rep's mailing list, meaning that we can start to build a community of Reps in the Department from day one. If students aren't encouraged to sign up in the correct way, they will miss out on this information.

I know a student who would make a great Rep... what do I do?

We don't want you to feel that asking students to sign up via the SU website removes the Course Leader from the process. Please still feel free to have conversations with students who'd do well in the role, and please also give students the opportunity to sign up right there in class – you could give students ten minutes to sign up at the end of a lecture, for example. As the signup process is slightly longer than previously, we have added a 'Remind me Later' option to the signup process, allowing students to indicate their interest quickly and complete the signup module at another time.

For this year we have also created a function on the website where you can [Recommend A Rep](#). Staff can use this form to recommend students for the Course Rep role, and the Students' Union will contact them to encourage them to sign up.

Finding out who's signed up

1. In order to see who has signed up, create an account on the Students' Union website by [logging on](#) using your University credentials. Once you've done this, let the Students' Union Representation team know by emailing studentreps@shu.ac.uk. You only have to do this once – your account is then set up for good.
2. We'll let you know when we've given you the correct permissions – usually, we do this on the day you email, but this could take a little longer during busy periods. Then, head to www.hallamstudentsunion.com/coursereplists to view the Course Rep Recruitment Dashboard.
3. Select the relevant Department or College. You will then be able to view Course Rep recruitment figures and individual Course Rep details for the given area. You can also download the information in Excel or PDF format.

What is the Accreditation Scheme?

As part of their role as Course Rep, students are automatically enrolled onto our Accreditation Scheme. This is a way for them to track their activities as Course Rep and be recognised for it. They have the chance to reach Bronze (50 points), Silver (70), and Gold (90) status. Reps who reach these milestones will receive recognition at the end of the year.

How do I promote the Course Rep role to students? Below are some questions and answers to help guide you in recruiting Reps.

What is a Course Rep?

- Course Reps are students who volunteer a few hours per month to gather course mates' opinions about the course, and then meet a few times per year with University staff to discuss their feedback and come up with ways of improving the course.

Why should I become a Course Rep?

- Being a Course Rep is a great way to develop and demonstrate skills like problem solving, communication, and teamwork. Course Reps also get lots of opportunities to meet other students across the University.
- It can also be very rewarding, as you'll be improving the experience of current and future Hallam students.

Is being a Course Rep right for me?

- The Course Rep role is voluntary, so we want to make sure it fits around your other commitments – your studies, a job, your social and family life. We think that any student can be a Course rep.
- You'll need to be able to commit to spending a handful of hours per month talking to other students and attending two meetings per year. There are plenty of opportunities to do more if you'd like, though.
- You don't need to have all the skills a great Course Rep has right now – you just need to be willing to learn.

How do I sign up?

- Go to www.hallamstudentsunion.com/rebs, and click 'Rep Signup' to complete the sign-up module.