

Academic Staff Newsletter

September 2019



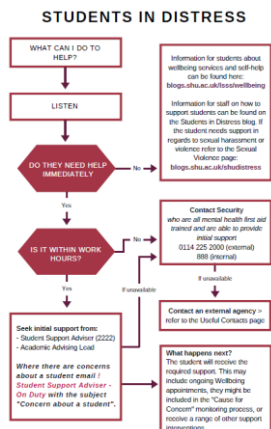
Welcome to your first Academic Advising newsletter!

We hope you all had a lovely summer and are all prepped and ready for the new academic year. This newsletter is to update you on what's been happening, what's currently in development and what's coming up.

Academic Advice Framework

Have you refreshed yourself on the [Academic Advice Framework](#) and [Policy for Academic Advising](#)?

Don't forget we also have the new [Academic Advising Signposting Handbook](#) which provides you with a range of information and guidance when supporting your students!



The beginning of a new academic year can be overwhelming for our new and returning students so please take a look at the [students in distress](#) guidance!

Regulations and Assessment Circulars

These have been updated for 2019/20 and can be found on the University's Rules and Regulations [assessment and awards](#) page. Please note the new [Student Attendance and Engagement Policy](#)

Training and development

Take a look at the on-going [training and development](#) offers available. Let us know if there are any training and development opportunities you'd like to see to **support and development you** in your academic advising role.



Are you new to academic advising and would like a mentor to help navigate you through the new framework?
Do you have experience in academic advising and would like to impart your knowledge and expertise to a new academic advisor?
If so, we can make it happen! [Get in touch](#) and we'll make some connections for you.

Curriculum View

Have you remembered to review your student information on [Curriculum View](#)?

If you are new to the system or would like a refresher, book onto one of their

SITS Online courses - for more details visit [Registry Services](#).

Curriculum View
How Do I ...?

We are working with DTS and SITS systems team to update student/course information to reflect the student's named academic advisor - any updates on this project will be posted on our [Academic Advising](#) site in due course.

New in Blackboard: Course Grades Overview

It can be beneficial for Academic Advisors to review a student's performance over time by seeing their marks across all modules and all years of study in a single view. Course Grades Overview collates and provides a read-only view of all available grade columns from all module sites that a particular student is enrolled on.

Academic Advisors can look up any student and use this view to support and help their students reflect on their overall performance. It displays academic year, module site name, assessment name, due date, submission date, and mark awarded. An update on this will be posted on the Academic Advising site shortly - make sure you [subscribe](#) to hear more!

Resources

We've recently added some new [resources](#) to the Academic Advising site so please do spend 10 minutes reviewing the materials available which can help support your academic advising delivery!



[Hallam Welcome](#)

A new academic resource that will provide support to you and your [students](#) in those first few weeks - it's under development but a good starting point!

[Staff support](#)

Essential information and support for YOU!

Have you completed the online mental health training module yet? Please visit [HR&OD training and development](#) page for more details.

[Student support and guidance](#)

Essential information for semester 1! Including:

- students in distress
- transforming lives - student support model

Students 1st year - examples of best practice

- settling in emails
- LEGO serious play - groups
- AA - first group sessions

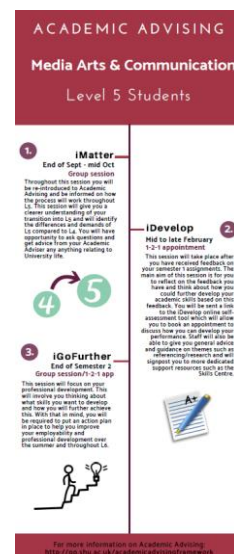


[Faculty Resources](#)

Sharing best practice

What academic advising looks like in departments!

Here's an example of how the Media Arts and Communications team deliver academic advising for level 5 students!



[GDPR guidelines for Academic Advisors](#)

As Academic Advisors you need to be mindful of the requirements of GDPR compliance which relates to data protection. These guidance notes have been developed in conjunction with Helen Williamson, Head of Information Governance for Sheffield Hallam University. If you have any questions about this, please contact the University's [Information Governance Service](#).

[Top Tips](#)

[Hints and tips](#) for staff that are involved in the role of Academic Advisor and those that manage and support staff linked to the role.

[Case Studies](#)

NEW! Approaches to Academic Advising



In June 2019, Melissa delivered a [presentation](#) to the Natural Built Environment department providing guidance on how academic advising could be delivered to their students

We'd love to hear about your success stories. If you'd like to share this with the academic advising community please complete a [case studies template](#).

[Events, activities and network groups](#)

Academic Advising Community of Practice

Want to share best practice and develop a sense of community and identity as an academic advisor? Then come and join the [AA Community of Practice](#).

If you'd like to join/contribute, please contact [Melissa Jacobi](#), Academic Director for Academic Advising.

[University news](#)

Shaping Futures

[Student Experience and Teaching Quality](#)

Update on the university's key recommendations for 2019/20 which include:

Learning Analytics system - Single grade descriptor - Departmental student engagement plan

Pilots are on-going at the moment but updates will be posted shortly.

If you're an academic advisor and want to receive updates on news, events, resources as they happen then don't forget to subscribe to Academic Advising

<https://blogs.shu.ac.uk/academicadvising/>

If you have any feedback, comments or contributions, we'd love to hear from you please contact us teachingessentials@shu.ac.uk

