



Course Leader
Development Programme

We hope you've all had a lovely summer and are ready for Course Leadership 2019/20.

In this newsletter we'll highlight what's been happening over the last year, what we're currently developing and what's coming up in the new academic year!

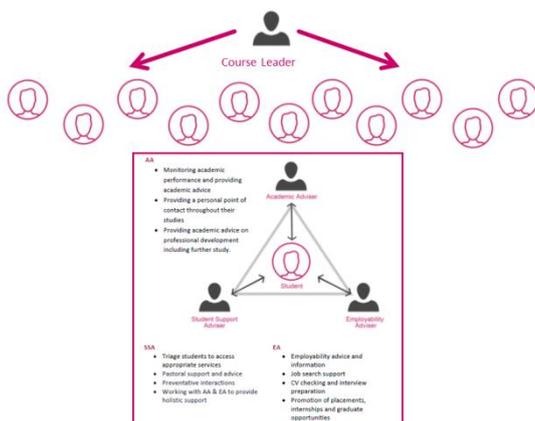
Principles of Course Leadership and role outlines

We hope you've had the time to familiarise yourself with the 10 [Principles of Course Leadership](#) and your relevant [role outline](#)!

Regulations and Assessment Circulars

These are 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](#)!

Course Leadership is a team sport!



Putting the student at the heart of everything we do, your role of Course Leader is supported by your academic and professional services colleagues:

Academic Advisers

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

Student Support Advisors

<https://www.shu.ac.uk/myhallam/help-and-support>

Employment Advisors

Refer to page 15 of the [academic advising handbook](#)

Faculty course administrators

[HWB](#) / [SBS](#) / [SSH](#) / [STA](#)

Hallam Welcome - [Induction guidance](#)



Development - guidance and information

Curriculum View / SITS Online

Personalised views are available for Course Leaders, Module Leaders and Subject Group Leaders however, to ensure that your name is linked to your relevant course(s)/module(s) you need to ensure the data has been uploaded to SITS. If you are unsure please contact your relevant Faculty Planning & Initiatives Team:

| | |
|---|--|
| HWB ! HWB Planning and Initiatives inbox | SBS ! SBS Planning and Initiatives inbox |
| SSH visit curriculum data management pages or email ! SSH Planning and Initiatives inbox | STA visit course and module information pages or email ! STA Planning and Initiatives inbox |

You can also check via the [course leader report](#) on the [university reporting page](#)

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](#).

Academic Cycle

To support your role we have been working with a wide-range of academic and professional services staff to create a new '**academic cycle**' that encompasses all the **must do's** for both course leaders and module leaders and a draft will be circulated to you all shortly so that you can feed into the working document.

We'd like to thank both Alison Purvis and Chris Payne for sharing their HWB academic cycle which has allowed us to move forward the review much quicker than if we had started from scratch!



New in Blackboard: Course Grades Overview

It can be beneficial for Course Leaders 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.

You 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 Course Leader Essentials site shortly - make sure you [subscribe](#) to hear more!

Development - course leadership

Course Leader Development Programme

The new Course Leader Programme will commence November 2019 with further cohorts in the new year and regularly after that. It will run over four days, possibly in two-day blocks (final format to be determined following further consultation).

The programme aims to develop participants' strategic awareness and confidence as both a curriculum leader and a team leader. It is designed to leverage participants' experiences and prior knowledge, ensuring activities are of direct relevance to their leadership role. It promotes active participation with content closely aligned to the role and responsibilities of course leaders, with opportunities to exchange good practice. There will be inputs from a variety of experts both within and beyond the institution. Some of the areas of focus include:

- Disciplinary approaches to pedagogy, including embedding the Hallam Model principles
- Quality and consistency audits of your course
- Current thinking on assessment, grade inflation, marking and feedback
- Addressing attainment gaps; learning analytics and data sourcing
- Building effective teams; knowing and leading your team

The Deans of College and Heads of Department will determine their roll-out priorities and we will be communicating further during the term to invite your participation.



Course Leader Induction

We held our first induction events over the summer which were well attended! Please take a look at the [presentations and resources](#) from our facilitators and exhibition stalls.

We will be organising further induction events in the new year so please do [subscribe](#) to hear all the latest news!

Events and Activities

Course Leader Network



If you'd like to develop expertise, share best practice and develop a sense of community and identify as a course leader then come and join the [Course Leader Network](#)



We held our first 'Fest' back in December 2018. Please take a look at the [presentations and resources](#) from our facilitators and exhibition stalls. We can confirm that there will be an upcoming Course Leader Fest this coming December 2019 so make sure you [subscribe](#) to hear all the details!

Guidance, support and information

[Case Studies](#) - [Frequently asked questions](#) - [Resources A-Z](#)

Hallam Welcome

The new Hallam Welcome project has been steadily moving along and new resources have been developed for both staff and students.

[Hallam Welcome](#) resource - developed for course leaders to support your delivery of pre-arrival, welcome week and extended induction week. Read our [Hallam Welcome Information](#) for Course Leaders!



A welcome guide has been developed for students and available on [My Hallam](#) - providing access to their course induction schedules before they arrive!

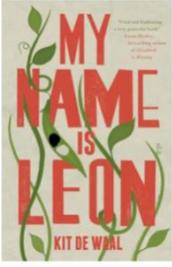


The new semester is fast approaching and there are some exciting developments in the pipeline!

Take a look at our [introductory video](#) which gives you a flavour of what's on offer. We also have new services for students such as:

- 30 minutes one to ones
- up to 15 minute quick query drop-ins
- Off Campus - webinar/telephone sessions

You can contact us at skillscentre@shu.ac.uk or visit our website <https://blogs.shu.ac.uk/skillscentre>



The Big Read

'My Name is Leon' by Kit de Waal

For more information you can go to our [Big Read Guide](#), or follow us on twitter **#HallamBigRead19**. If you would like to receive a copy of the 'My Name is Leon' please contact Julia King j.c.king@shu.ac.uk Senior Librarian, Library Services, Student and Academic Services (SAS)

Highly Skilled Employment (HSE)

**Sheffield
Hallam
University**

Take a look at the [Highly Skilled Employment](#) academic resource that will provide guidance, information and a range of resources about how you can incorporate HSE into your teaching delivery. Its under development but will be live by the end of September 2019.

Highly Skilled Employment (HSE)

University News

[Shaping Futures](#) - update on strategic plans for 2019/20

STA LTA Conference

We delivered the Course Leader Development Programme information to colleagues at the [STA LTA Conference](#) on Monday 9th September 2019. It was lovely to speak with colleagues about course leadership and for them to share their thoughts and ideas. We have taken away some feedback and will update the course leader community, via the Course Leader Essentials site in due course.

If you're a course leader and want to receive updates on news, events, resources as they happen then don't forget to subscribe to Course Leader Essentials

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

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