# Course Leader Hallam Welcome Checklist

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| **Activity** | **Essential or optional** | **Description** | **Delivery Method** | | **Date** |
| Update your core reading list | **Essential** | Course Leaders should ensure core [reading lists](https://shu.rl.talis.com/index.html) are updated. For support with reading lists Course Leaders should contact the subject area [Librarian](https://libguides.shu.ac.uk/staff/subjectcontacts). | Hallam Welcome Blog | | 28th Aug |
| [Create your course welcome schedule](https://sheffieldhallam.sharepoint.com/sites/4065/SitePages/Welcome-Week-and-Beyond.aspx) | **Essential** | Work with your Course Administrator to create your course welcome schedule for new students. All essential sessions need to be added to the schedule. Course Leaders should decide whether they want to include any of the optional sessions in the table below.  Course Administrators will upload the schedules to the [Hallam Welcome Blog](https://blogs.shu.ac.uk/welcome_schedules/?doing_wp_cron=1595865207.8112618923187255859375). | Hallam Welcome Blog | | 28th Aug |
| Create the ‘Welcome to your Course’ Session | **Essential** | Course Leaders will need to create the [‘Welcome to Your Course’](https://sheffieldhallam.sharepoint.com/sites/4065?e=1%3A983a598cc6a644ac8add26292fb43517) Session. It is recommended that this be a pre-recorded video no longer than 15 minutes in length. A script is available to support Course Leaders in creating this session or video.  The Course Administrator will create and embed links to Zoom rooms/ presentations / videos on the Welcome Schedule. | Virtual – included on welcome schedule | | 28th Aug\* |
| Include the Student Support and Welfare Session on the schedule | **Essential** | This has been developed for you by the Student Support Adviser Team.  The Course Administrator will include a link to this session on the welcome schedule. | Virtual – included on welcome schedule | | n/a |
| Include a Course Social / [Wayfinding Activity / Ice Breaker on the welcome schedule](https://sheffieldhallam.sharepoint.com/sites/4065/SitePages/Icebreaker-Activities.aspx) | **Essential** | Course Leaders should include a social session on the welcome schedule, which is interactive, supports the development of academic communities and enables students to meet peers and staff. A live virtual platform would be a good way to deliver this session to support student interaction and engagement. The Course Administrator will create and embed links to Zoom rooms/ videos /presentations on the Welcome Schedule | Virtual – included on welcome schedule | | 28th Aug\* |
| Encourage non-academic activities and sessions during welcome week | **Essential** | Course Leaders should encourage students to attend non-academic sessions e.g. wellbeing / student union events / skills. There will be a mixture of on-campus and online events happening throughout welcome week. Student should be directed to the Hallam Welcome Pages <https://www.shu.ac.uk/welcome> | Virtual / on-campus | Welcome Week | |
| Create a welcome back schedule for returning students | Optional (Highly recommended) | Work with your Course Administrators to create a welcome back schedule for returning students. It is recommended that the Student Support and Welfare session is included on returners schedule as standard.  These will be uploaded to the Hallam Welcome Blog by the Course Administrator. | Virtual | 28th Aug | |
| Set up a pre-arrival site and include pre-arrival tasks for students to complete | Optional  (recommended) | Course leaders should consider whether they want to create a [pre-arrival site](https://sheffieldhallam.sharepoint.com/sites/4065?e=1%3A983a598cc6a644ac8add26292fb43517) and pre-arrival tasks. [The Transition Toolkit](https://sites.google.com/view/transitionmodel) is a resource that can support Course Leaders with this.  Pre-arrival tasks may also be able to be included on the welcome schedule. Please speak to your Course Administrator about this.  A link to the pre-arrival site will need to be emailed to students by the Course Leader on the 1st September. | Blackboard / Wordpress / Google Sites (HWL) | 28th Aug  1st Sept | |
| Create a pre-arrival course video and/or screencast | Optional  (recommended) | Course Leaders should consider whether they want to create a pre-arrival course [video](https://sheffieldhallam.sharepoint.com/sites/4065?e=1%3A983a598cc6a644ac8add26292fb43517). A script for course pre-arrival welcome videos can be provided. These can be added to a pre-arrival site if available or uploaded by the Course Administrator to the Hallam Welcome Blog with the welcome schedule. | Pre-arrival site or Welcome Blog | 28th Aug | |
| Create inspirational student and/or staff videos / talking heads | Optional  (recommended) | Course Leaders should consider whether they want to create other [videos](https://sheffieldhallam.sharepoint.com/sites/4065?e=1%3A983a598cc6a644ac8add26292fb43517) to support the pre-arrival journey and course welcome experience.  These can be added to a pre-arrival site if available or uploaded by the Course Administrator to the Hallam Welcome Blog with the welcome schedule. | Pre-arrival sites or Welcome Blog | 28th Aug | |
| Create your Course Guide | **NO LONGER NEEDED** | Course Guides will be replaced by a generic ‘Getting Started Guide’ and a ‘Student Handbook’. Specific information about the course is included in the ‘’Welcome to your Course’ session script which will be provided. | n/a | n/a | |

We recommend that Course Leaders visit the [Hallam Welcome Academic Resources SharePoint](https://sheffieldhallam.sharepoint.com/sites/4065/SitePages/Icebreaker-Activities.aspx) site to help create your welcome experience. This has loads of resources on that will support you in creating your welcome week schedules and welcome sessions.

All welcome sessions should be delivered virtually, unless there is a specific reason why students should be invited onto campus. Any on-campus sessions should be carefully considered and will require a risk assessment and track and trace methods should be in place for all on campus activities. All sessions need to be accessible for all students. Guidance on accessibly will be available shortly. Be mindful of the audience when using online platforms. It is good practice to include animations or videos in online live or pre-recorded sessions as in a face-to-face session. Ensure SHU approved rooms or platforms are used. Do **NOT** use course Blackboard course sites for live welcome sessions as students may not be able to access them.

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| **Other** [**Optional Sessions**](https://sheffieldhallam.sharepoint.com/sites/4065/SitePages/Preparing-for-Pre-arrival.aspx) **That Can Be Included On Your Welcome Week Schedules** | | | | |
| Meet your Academic Adviser session | Optional  **(Highly recommended)** | If possible, it is recommended that students have an opportunity to meet potential Academic Advisers during welcome week and are clear how and when they will be allocated their Academic Adviser. Please note that at this time we are aware AAs might not have been allocated – this is just an opportunity to meet staff that may be their AA. | Virtual – included on welcome schedule | 28th Aug\* |
| A pre-arrival task session | Optional | It is recommended that if pre-arrival tasks have been sent, a session which links back to these should be included. | Virtual – included on welcome schedule | 28th Aug\* |
| A Course Leader Q&A session or drop-in | Optional | This session can be included on schedules as an opportunity to connect with the course team and ask questions. This may be best in a drop-in format. | Virtual – included on welcome schedule | 28th Aug\* |
| Include any essential Course Practical Sessions | Optional | Depending on the course discipline this may be an essential element to include in course welcome schedules. It may be appropriate to include face-to-face practical course elements on schedule e.g. uniform fittings, health checks, immunisations.  **NB: All F2F and on campus activities will require a risk assessment completing.** | F/F as appropriate  included on welcome schedule | 28th Aug\* |
| A link to Library Information and Skills Lecture | Optional | Both sessions are often included in module delivery after welcome week. This should be done in consultation with your course library contact and your Course Administrator. If appropriate you can include a link to the library on welcome schedules. | Virtual – included on welcome schedule | 28th Aug\* |
| Self-evaluation Tools | Optional | To include as appropriate. | Virtual – included on welcome schedule | 28th Aug\* |
| Session to support online learning | Optional | Overview of student expectations of online learning / netiquette / introduction to how students will learn / check IT kit | Virtual – included on welcome schedule | 28th Aug\* |
| Link to virtual campus tours | Optional | May support wayfinding – can be shown during a session or added to the welcome schedule  [Collegiate](https://www.youtube.com/watch?v=pI3ajMI4SU8), [City Campus](https://www.youtube.com/watch?v=lupOwx6ebEU&list=TLPQMjUwNzIwMjC_FkyiLl9aEw&index=2), [Both Campus](https://www.youtube.com/watch?v=lupOwx6ebEU&list=TLPQMjUwNzIwMjC_FkyiLl9aEw&index=2) | Virtual – included on welcome schedule | 28th Aug\* |
| Course Walk and Talk | Optional | May support a sense of belonging to the course.  **NB: All F2F and on campus activities will require a risk assessment completing.** | F2F – included on welcome schedule | 28th Aug\* |

\*These sessions need to be added onto the welcome schedule by the 28th August but will be delivered during welcome week (21st-25th September).