# Are you ready for Semester 1! September 2020

As we approach the new semester, here’s an update on course leadership and associated activities for September 2020 and beyond.

## Course Leadership - are you familiar with your role outline?

A quick reminder to familiarise yourself with the [10 Principles of Course Leadership](https://blogs.shu.ac.uk/cle/files/2020/06/Hallam-Principles-of-Effective-Course-Leadership.docx) and respective role outlines:

* [Generic Course Leader](https://blogs.shu.ac.uk/cle/files/2020/04/Generic-CL-role-outline-FINAL.docx)
* [Higher and Degree Apprenticeships](https://blogs.shu.ac.uk/cle/files/2020/04/HDA-CL-role-outline-V2-FINAL.docx) (HDA) course leader
* [Collaborative Course Leader](https://blogs.shu.ac.uk/cle/files/2020/04/Collaborative-CL-role-outline-FINAL.docx)

## Academic Essentials - your new one-stop-shop academic resources site

This [‘one-stop-shop’ for all academics](https://blogs.shu.ac.uk/teaching/) aims to provide you with access to all the guidance, information and resources you need at your fingertips.

This resource is still under development and we’d very much [welcome your feedback](https://docs.google.com/forms/d/e/1FAIpQLSebOz6slC-JAjDeQ-8hEGjMNZqTDzJuK0pmYIB822Tzg2w44A/viewform). We aim to provide guidance and information as we move forward through the academic calendar via our;

* [Autumn 2020 - blended learning guidance](https://blog.shu.ac.uk/teachingdelivery/)
* [Course delivery information](https://blog.shu.ac.uk/teachingdelivery/course-delivery/)
* Month-by-month activity guide - aimed at supporting your planning and delivery and help you prioritise actions - here's a breakdown of what's coming up in [September](https://blogs.shu.ac.uk/teaching/september-2/) and [October](https://blogs.shu.ac.uk/teaching/october/) 2020.

Although the majority of the guidance reflects standard courses, we’re really keen to engage with Apprenticeship and Collaborative course leaders to ensure we reflect your priorities and provide you with all the guidance and information you need. We still manage our Course Leader Essentials website which is aligned to the Academic Essentials resource - subscribe to [Course Leader Essentials](https://blogs.shu.ac.uk/cle) to hear news and announcements for our course leader community.

We are currently working with the Heads of Teaching and Learning Enhancement to incorporate College/Departmental guidance at both course and module leader levels.

**Interested in being a key stakeholder?** This would involve content creation and oversight. If you’d like an overview of the resource and further information on becoming a stakeholder, contact the [Academic Development & Diversity Team](mailto:hrod-add-mb@exchange.shu.ac.uk)

Book onto our **Website Wednesday** sessions - these provide an overview of our academic resources and the aim to help save you time navigating you through the pathways to deeper resources and provide an opportunity for you to shape future enhancements.

Visit our [academic development events database](https://teaching.shu.ac.uk/add/resources/events/events.html) and select one of the following dates;

* Wednesday 9th September 2020 2pm - 3pm
* Wednesday 16th September 2020 1pm - 2pm
* Wednesday 23rd September 2020 10am - 11am
* Wednesday 30th September 2020 10am - 11am

## Assessment Data Collection - urgent!

Have you and your module leaders completed your [assessment data collection](https://sheffieldhallam.sharepoint.com/sites/3007/academicservices/ASSMTPROG/SitePages/Assessment-Scheduling.aspx)? Registry Services need your assessment data information so that the set up of Blackboard assignments and Grade Centre can be completed. It's currently on track to be scheduled for release 23rd September 2020.

## Academic Development - an overview of CPD events and activities

Visit our [academic development events page](https://blogs.shu.ac.uk/add/academic-development-events/) to learn more about our development offer and opportunities for course leaders which also includes the Digital Thursdays programme.

If there are any development needs within your course teams or departments, please contact the [Academic Development & Diversity Team](mailto:hrod-add-mb@exchange.shu.ac.uk) – we can work with you to develop bespoke CPD opportunities with our key stakeholders.

Thank you to all those colleagues who engaged with the Course Leader Induction programme July - August 2020. You can now access the range of session recordings and materials on our [events and activities page](https://blogs.shu.ac.uk/cle/events/?doing_wp_cron=1599569476.4958870410919189453125). We'll be in touch shortly about gathering your feedback and comments which will inform our planning and development for future events and activities!

**Advance HE Fellowship** – [Autumn online support programme now available](https://blogs.shu.ac.uk/add/2020/08/14/advance-he-fellowship-autumn-online-support-programme-now-available/)

Our new online support programme is now available for Autumn 2020, with a brand new ‘Getting Started Guide’ video, introductory development workshops and writing retreats which are suitable for staff applying for Associate Fellow, Fellow and Senior Fellow.  You can find all the dates on the [TALENT website calendar](https://blogs.shu.ac.uk/talent/workshop-calendar/) along with deadline dates for fellowship applications.  To book, please email: [talent@shu.ac.uk](mailto:talent@shu.ac.uk)

## Academic Advising (AA) - preparing and supporting your academic advisers

* The [Autumn 2020 academic advising update](https://blogs.shu.ac.uk/academicadvising/files/2020/08/Autumn-2020-Academic-Advising.docx) is now available. This has also been circulated to College/Department AA leads.
* Information for Course Leaders to support Induction in relation to AA is available on the [Hallam Welcome website](https://sheffieldhallam.sharepoint.com/sites/4065?e=1%3A79e56753f1d6429394ac91a440624810).
* A new report to help manage AA allocations in SITS by downloading reports of allocations will be available from early September, if you’d like access to the report please contact [melissa.jacobi@shu.ac.uk](mailto:melissa.jacobi@shu.ac.uk)
* Online Advising training for course teams is available; please contact [melissa.jacobi@shu.ac.uk](mailto:melissa.jacobi@shu.ac.uk) for further details.
* The new Student Support Triangle page which will house an electronic referral form for Course Leaders and Academic Advisers to refer students to their Student Support Adviser will be available from mid September.

For any queries related to AA, or to be added to the AA mailing list please contact [Melissa.Jacobi@shu.ac.uk](mailto:Melissa.Jacobi@shu.ac.uk)  - Melissa Jacobi, Head of Academic Advising.

Subscribe to the [Academic Advising resource website](https://blogs.shu.ac.uk/academicadvising) to hear all about academic advising activities.

## Advance HE 2020/21 membership

The overview of the [Advance HE 2020-21 membership logo and benefits](https://blogs.shu.ac.uk/teaching/advance-he-2020-21-membership-logo-and-benefits/?doing_wp_cron=1599493436.3831260204315185546875) for our academic community has now been released.

## Digital Learning Update - tools for online learning

Please refer to the recent communication from Brian Irwin (Head of Digital Learning & Practice) on [key changes to tools for teaching and learning online](https://blogs.shu.ac.uk/cle/2020/08/28/update-key-changes-to-tools-for-teaching-and-learning-online-guidance-for-staff/?doing_wp_cron=1599647510.7650229930877685546875)

## Calling all External Examiners – you can now record your External Examining roles on Core Portal

Being an external examiner is an important means of ensuring academic standards across the sector and provides valuable insights into academic practices at other institutions.

Why are we asking you to record this information?

The QAA requires universities to keep a record of academic staff undertaking external examining roles at other institutions. This information will also enable us to target professional development opportunities to support you in your role, e.g. the [Degree Standards Project](https://www.advance-he.ac.uk/degree-standards-project).

To add your information, log on to [Core Portal](https://my.corehr.com/pls/coreportal_shup/cp_por_public_main_page.display_login_page):

* Click on ‘My Profile’ (your photo)
* Select ‘Other Information’ on the drop down list, followed by ‘External Examiners of Courses’.
* Click on the blue ‘ADD’ button in the top right hand corner to update the institution, subject area, tenure and course type for your external examiner role.

It’s simple to do and should only take a couple of minutes. If you have any queries, contact the [Academic Development & Diversity Team](mailto:hrod-add-mb@exchange.shu.ac.uk)

## Inclusive Online Academic Practice - inclusivity and accessibility in mind

Here we present a range of [inclusive online academic resources](https://blogs.shu.ac.uk/teaching/inclusive-online-academic-practice/?doing_wp_cron=1597829180.7598469257354736328125) and materials to help you begin to make sense of the range of information that exists, and provide some practical steps to engaging with learning online. The resources focus on implementing a range of academic practices including assessment, reasonable adjustments and technology enhanced learning.