

## Course Rep Training Activity

<p><b>Course Rep Signup – Basic info about the role</b></p> <p><i>Enough information to ensure that all Course Reps are aware of what they are signing up to, but not so much as to make the signup process arduous</i></p>
<ul style="list-style-type: none"> <li>- Brief overview of the role. Four components:             <ul style="list-style-type: none"> <li>○ Talking to your classmates to see how things are going on the course</li> <li>○ Discussing your findings with academics</li> <li>○ Suggesting and agreeing solutions to address any issues</li> <li>○ Letting your classmates know what has been discussed and agreed</li> </ul> </li>   <li>- Time commitment of the role</li> <li>- How your student data will be used if you decide to become a Course Rep</li> </ul>

<p><b>Core Training</b></p> <p><i>The information that <b>all</b> Course Reps need to know to perform the role to a minimum standard – not Department specific and delivered online. As this is a synchronous, online session, we should limit the length of the session to one hour maximum.</i></p>		
Content	Length	Total
<p style="text-align: center;"><b>Session intro – outcomes</b></p> <p><i>Introduction to facilitators, explanation of the purpose of the session</i></p>	5 mins	5 mins
<p style="text-align: center;"><b>Course Rep Role</b></p> <p><i>A more in-depth discussion of the role, particularly about ‘grey areas’ and the limitations of the role</i></p>	10 mins	15 mins
<p style="text-align: center;"><b>Course Reps in Context</b></p> <p><i>Discussion of how Course Reps contribute to Academic Representation at SHU – Department Reps + College Officers</i></p>	5 mins	20 mins
<p style="text-align: center;"><b>Methods of gathering feedback</b></p> <p><i>The channels that Reps can use to gather feedback from their peers – and the implications of them. Social media etc, but also a formal channel, whether that’s Digital Rep or Teams or something else.</i></p>	10 mins	30 mins
<p style="text-align: center;"><b>Feedback Themes</b></p> <p><i>The types of feedback that Course Reps can dig into – and some information on the types of feedback that aren’t relevant for Course Reps.</i></p>	10 mins	40 mins
<p style="text-align: center;"><b>SSCMs (Formal Course Rep meetings)</b></p> <p><i>An overview of what to expect at an SSCM. This will differ from course to course so this is limited to the core components that should be in all of them: actions recorded and reviewed, the primary purpose of the meeting to be discussing students’ feedback</i></p>	5 mins	45 mins
<p style="text-align: center;"><b>Delivering Feedback + Being Representative</b></p> <p><i>How to be assertive but not confrontational, how to be genuinely representative, how to criticize constructively</i></p>	10 mins	55 mins
<p style="text-align: center;"><b>Questions/ Next Steps</b></p>	5 mins	60 mins