# **Course Leader Hallam Welcome Checklist 2021/22**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Essential or optional** | **Description** | **Delivery Method** | **Date** | **Complete** |
| **Pre-arrival info** | | | | | |
| Update your module reading lists | **Essential** | Course Leaders should ensure module [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). Module Reading lists can be edited by logging in with a staff SHU login. Students can access generic information here on [Reading lists](https://rl.talis.com/3/shu/lists/987E3D8C-102E-6ACC-E746-8A6F3DD8509B.html?draft=1&lang=en-US&login=1). This information will be available to students via their Welcome Schedule. | Library Resources site | 3 Sept |  |
| Create a pre-arrival welcome 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) which can be added to a pre-arrival site if available or uploaded by the Course Administrator to the Hallam Welcome site. | Pre-arrival site or HW site | 3 Sept |  |
| Set up a pre-arrival site and include pre-arrival tasks for students to complete | Optional  recommended | Course leaders are encouraged 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. Feedback from the Welcome Survey was very positive on the use of pre-arrival sites. Students will need to be attached and a link to the pre-arrival site will need to be emailed to students by the Course Leader on **Friday 3 September.** | Blackboard / Google sites (HWLS) | 3 Sept |  |
| **Pre-arrival / welcome week Info**  Create inspirational student and/or staff videos / talking heads | Optional | 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 welcome schedule. | Pre-arrival sites or HW Course site | 3 Sept |  |
| Pre-arrival session | Optional | If you are planning a pre-arrival activity e.g., a sample lecture you can add this to your Welcome to your Course schedule. | Pre-arrival sites or HW Course site | 3 Sept |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **For Welcome Week** | | | | | |
| [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 Administrators will upload the schedules to the [Hallam Welcome Course Site.](https://blogs.shu.ac.uk/welcome_schedules/?doing_wp_cron=1595865207.8112618923187255859375) | HW Course Site | **6 Sept** |  |
| Include the '**Supporting you at Hallam'** session on the schedule | **Essential** | This has been developed for you by the Student Support Adviser Team. A timetable of sessions will be provided to Course Administrators for them to pick the most appropriate one and will include a link to this session on the welcome schedule. | Virtual – included on welcome schedule | 6 Sept | Provided for you |
| Include a Course Social session "**Meet your Course Mates**" on your Welcome schedule | **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. As part of our Blended approach, we are recommending a face-to-face session (further information on restrictions and occupancy guidance permitting). If you are booking a classroom or a social space, please contact your Course Administrator. The deadline for booking rooms and other spaces is 30 June 2021. The Hallam Welcome SharePoint site will be updated with suggestions and ideas, but this is your session. If you want to use the opportunity to build on the Welcome to your Course session, please do so but be mindful that if you are providing additional information you will need to record it to ensure it is available to everyone. Please include the event information on the Welcome to your Course Schedule. | Virtual or face to face | **Deadline for room bookings is 30 June**  6 Sept |  |
| Course Guide/Student Handbook |  | Specific information about the course needs to be included in the ‘’Welcome to your Course’ session as described in the separate guidance document. Generic information, e.g., Assessment regulations will be included in the Student Handbook, which will be available to students through MyHallam. | n/a | n/a | **No Longer Needed** |
| 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 / sports. There will be a mixture of on-campus and online events happening throughout welcome week. Students should be directed to the Hallam Welcome Pages <https://www.shu.ac.uk/welcome>. to find out more about welcome week and book onto on-campus / digital sessions | Virtual / on-campus | Welcome Week |  |

**Please note**

* Students to be transferred from applicant status on 2nd September (TBC) so communication before this date is only available to **all applicants.** Please also remember the A level and BTEC results embargo.
* Students will receive an invitation to Enrol with a link to the Hallam Welcome Course site. Therefore, information needs to be uploaded by 6 September when students can create their login and view the Welcome information. Please provide Course Administrators with schedules in advance of this date. Students do not need to be enrolled to access their Course Welcome information, but they do need to have created a student account.

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

**Approach** - We recommend that the Welcome to your Course session is delivered virtually. However, the Hallam Welcome Framework advocates a blended approach so we would like students to have access to on campus sessions. The Meet your Course Mates session gives you the flexibility to offer a face-to-face session in the way that suits you and your course. However, any on-campus sessions should ensure the relevant [risk assessment](https://sheffieldhallam.sharepoint.com/sites/3005/healthandsafety/HRRRC/SitePages/Risk-Assessment.aspx) are adhered to. Please note that all sessions need to be accessible and inclusive for all students. Remember to be mindful of the audience when using online platforms and ensure SHU approved rooms or platforms are used. Please note that students may not be able to access Blackboard Organisation sites prior to enrolment.

**Experience** - The table below include a list of sessions that can also be added to welcome schedules to create a wider welcome week experience. As part of the Course Schedule template, we will include embedded links to the following - Essential Skills Module, SHU Welcome Week events, SU events, Wellbeing Resources and a Welcome to the Library. **However, we would encourage Course Leaders to create an enriched Welcome to your Course schedule, including not just the Essential sessions but some of the recommended ones to provide a more holistic and robust welcome experience.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other** [**Optional Sessions**](https://sheffieldhallam.sharepoint.com/sites/4065/SitePages/Preparing-for-Pre-arrival.aspx) **That Can Be Included On Welcome Week Schedules** | | | | |
| Meet your Academic Adviser session | Optional  **(Highly recommended)** | If possible, it is recommended that students have an opportunity to meet their Academic Advisers during welcome week if they have been allocated. | Virtual – included on welcome schedule | 6 Sept |
| A pre-arrival task session | Optional  **(Highly recommended)** | It is recommended that if pre-arrival tasks have been sent, a session which links back to these should be included either during welcome week or during module delivery. | Virtual – included on welcome schedule | 6 Sept |
| Library Information | Optional  **(Highly Recommended)** | Library sessions are often included in module delivery after welcome week. Course Leaders should book required sessions in consultation with your course library contact and your Course Administrator if appropriate. A link to the library tour can be included on welcome schedules (TBC) | F/F or Virtual – as appropriate included in teaching delivery.  Virtual | N/A  6 Sept |
| Introduction to Careers and Employability Services | Optional (recommended) | Course Leaders should consider whether they want to include a video to introduce students to the Careers and Employability team. This could be a video or a live session. Course Leaders should contact the Careers Connect team. | Virtual – included on welcome schedule | 6 Sept |
| A Course Leader Q&A session or drop-in | Optional | This session can be included as an opportunity to connect and ask questions. This may be best in a drop-in format. | Virtual or F/F | 6 Sept |
| 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 a schedule e.g., uniform fittings, health checks, immunisations. **NB: Please ensure you adhere to the appropriate risk assessment for these activities.** | F/F as appropriate  included on welcome schedule | 6 Sept |
| Self-evaluation Tools | Optional | To include as appropriate. | Virtual – included on welcome schedule | 6 Sept |
| 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 | 6 Sept |
| Support for online learning | Included in the YHWM module and as part of the Welcome to your Course script. | Overview of student expectations of online learning / netiquette / introduction to how students will learn / check IT kit | Virtual | N/A |