

ACADEMIC REP CHECKLIST



ATTEND TRAINING

- ☐ Attend training in October

GET ACQUAINTED WITH REPS

- ☐ It's always best to work together to maximise the number of students who recognise you and want to engage with you
- ☐ Those who share the same rep role need to collaborate.
- ☐ Those of you in the same year group are encouraged to collaborate.
- ☐ You are not limited to who you collaborate with, so reps across the whole department can always help each other.

ATTEND SSCC

- ☐ You will be invited to your SSCCs by your department.
- ☐ Term 1 SSCCs should take place in Teaching week 7 or 8.
- ☐ Send your apologies and your feedback if you are unable to attend. Remember the A,B,C,D of delivering effective feedback.

INTRODUCE YOURSELF

- ☐ Explain your role and ensure your course mates know how to contact you. This can be via lecture shoutouts, creating social media pages or via email (providing you've signed the agreement).

COLLECT STUDENT FEEDBACK

- ☐ Choose methods you're comfortable with.
- ☐ Choose methods that will most suit the group and numbers of students you represent.
- ☐ Use multiple methods to ensure you're giving everyone an opportunity to feedback.
- ☐ Encourage students to share both positive and negative feedback.

CLOSE THE FEEDBACK LOOP

- ☐ Tell students the outcomes of their feedback and provide updates.
- ☐ If something can't be changed or there are time pressures etc., explain why.
- ☐ Share and summarise minutes with students when you receive them.
- ☐ Follow up on any areas of concern.

