**Academic Representative** **Checklist**

This is designed to help you to keep on track of key actions and expectations  
 you need to complete in order to fulfil your role as an Academic Rep.

**Term 1**

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| **Actions and Expectations** | **Further Information** | **Checklist ✔** |
| 1. **Attend Training** | You should attend the training that is relevant to you. Either beginners, returners, or postgraduate training. |  |
| 1. **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). |  |
| 1. **Get acquainted with the reps in your department** | 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. |  |
| 1. **Collect Student Feedback** | When collecting feedback:   1. Choose methods you’re comfortable with. 2. Choose methods that will most suit the group and numbers of students you represent. 3. Use multiple methods to ensure you’re giving everyone an opportunity to feedback. 4. Encourage students to share both positive and negative feedback. 5. Collaborate with other Academic Reps |  |
| 1. **Attend your 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. |  |
| 1. **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. |  |

**Term 2/3**

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| **Actions and Expectations** | **Further Information** | **Checklist ✔** |
| 1. **Keep Students Informed** | Remind students you’re still in your role and make sure to share any progress or wins from feedback raised last term.  Share any relevant Term 2 information from your department or the Students’ Union. For example:   * Example and Assignment deadlines * Third Year Students – Fill in the NSS * Standing in SU Officer Elections * Nominations Open for Staff and Student Awards |  |
| 1. **Collect Student Feedback** | Maintain a collaborative approach with Academic Reps in your department and encourage students to keeping sharing both positive and negative feedback. |  |
| 1. **Attend your SSCC** | * Term 2 SSCCs should take place in teaching week 2 or 3. * Term 3 SSCCs should take place in teaching week 8 or 9. * Check the progress of actions from the previous meeting. * Send your apologies and your feedback if you are unable to attend. * Remember the A,B,C,D of delivering effective feedback. |  |
| 1. **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 |  |
| 1. **Stand in the Academic Rep Elections** | If you’ve enjoyed your role and would like to continue into the new Academic Term, you will need to re-stand in elections!  If you no longer want to continue or will be graduating, please share your experience and encourages others to stand for a role! |  |

Remember, throughout the year there will be other opportunities for you to develop your role and skills, meet other reps and keep up to date with the Academic Affairs Officer. We encourage you to get involved as much as possible and talk to staff and students throughout the year (not just at SSCCs) to raise and resolve feedback.

Good Luck!

A close up of a logo

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