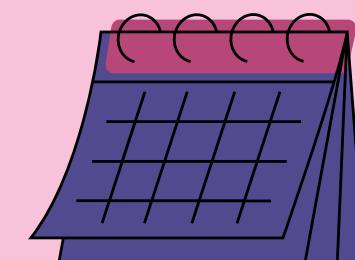


Becoming a Course Rep

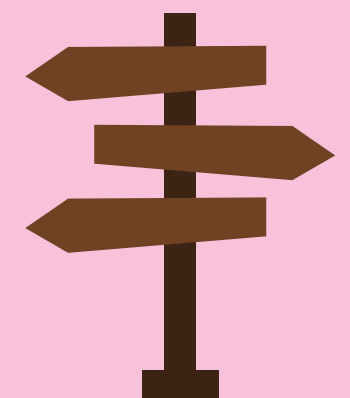
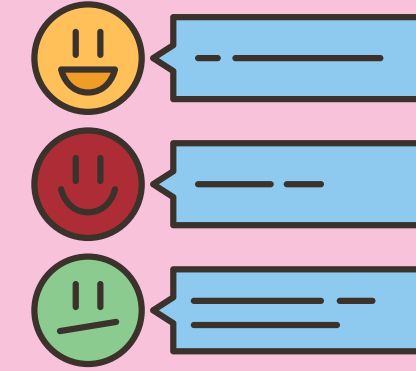
What is a Course Rep?

- Course Reps are **student volunteers** who **advocate** for their fellow students' **academic needs**.
- They **speak to students** on their own course, find out about their **academic experiences** and **share** this information with staff and School Reps.
- They raise students' **academic feedback** at key meetings with UAL staff throughout the year and via informal channels with key individuals.
- They undertake **1-2 of hours of activity** per week, often concentrated around key dates.



What do Course Reps do?

- Course Reps **gather feedback** from students about their academic experience, **raise it with staff** and **collaborate with Arts SU** to resolve issues.
- They attend **Student and Dean Forums** and **Course Committees** - one each per-team - to voice their course mates' experiences, both negative and positive.
- They help Arts SU and UAL by **talking to their School Rep and keeping their course mates informed** in response to feedback.
- They occasionally **signpost students' to other UAL and/or Arts SU Student Services** when appropriate e.g. Arts SU Advice Service.



Why are Course Reps important?

- Course Reps **keep UAL staff and faculty connected to students'** on their courses - **ensuring their voices are heard** on academic matters.
- Course Reps **play a vital role in the democratic processes of the Arts SU** - helping the Education Quality Team and College Officers to stay in touch with students' priorities.
- Course Reps help Course Leaders and Deans understand the challenges that students are facing and devise solutions to solve them - they **enhance students' academic experience**.
- Course Reps help **build community** amongst their fellow students by listening to their concerns and **advocating for student's needs**.



How are Course Reps supported?

- The Arts SU's **Education Quality Team** recruit, train and support Course Reps.
- They deliver **in-person and online training** for all Course Reps covering topics including feedback, attending key meetings and communicating with course staff/faculty.
- They provide digital resources, including a **Course Rep Guide** with FAQs and **online quizzes** to test their knowledge of the role.
- They work full-time and respond to any questions or concerns at **coursereps@su.arts.ac.uk**.



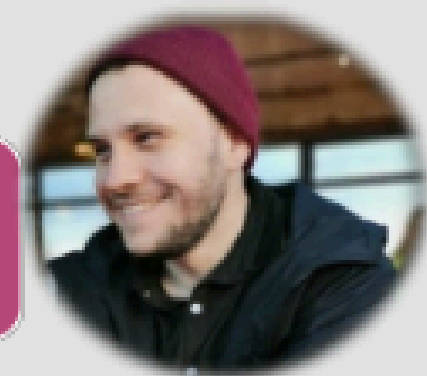
Hannah Lockey
Education Quality Manager
(she/her)



Rachel Wornell
Education Quality Coordinator
(she/her)



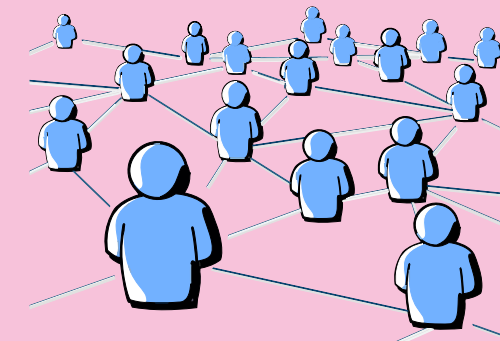
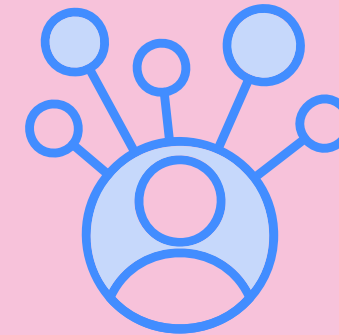
Natalie Nakkas
Education Quality Coordinator
(she/her)



Lee Anderson
Education Quality Coordinator
(he/him)

What are the benefits of being a Course Rep?

- Course Reps **develop skills** that **enhance their CV** and **add value to future job applications** and careers.
- They develop skills in **communication, research, advocacy, collaboration** and **problem solving**.
- They **network** and **build contacts** with students, staff and faculty via access to Arts SU social events and Rep Conferences.
- They receive access to **Arts SU newsletters** and communications advertising other **skills development opportunities** throughout the year.



Important things to remember

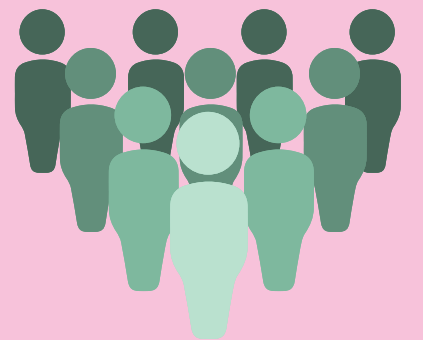
- Course Reps collaborate **with** UAL faculty and staff to help students get the best out of their courses; please **raise feedback with staff in a constructive manner**, not a confrontational manner.



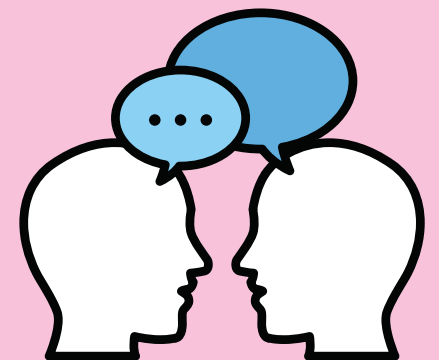
- UAL and Arts SU **share a commitment to anti-racism** and work together to create a university culture based on respect, compassion and inclusivity for all students, staff and faculty - we expect Course Reps to abide by these values.



- Course Reps **gather and raise feedback about their course** on behalf of their fellow students; it is not a role designed to amplify personal grievances or push personal agendas.



- If you decide to become a Course Rep, remember to **communicate with your fellow students**: tell them who you are and **communicate the outcome of feedback discussions with staff and peers on your course**.



Sounds interesting, but I want to find out more...

Head over to the **Academic Representation** page of the **Arts SU website** to find out more about the role: www.arts-su.com/voice/academic/



Or **email the Education Quality Team** with your questions at coursereps@su.arts.ac.uk



Sounds good, how do I register?

If you want to register to become a Course Rep, **get in touch with your Course Leader** and they will send you an online form to complete via the Arts SU website.

Sign up here: www.arts-su.com/voice/academic/staff-hub/register/



The deadline to register is FRIDAY 25TH OCTOBER.

Thanks!

**We're excited to work with you to
improve the student experience at UAL.**