

Script for course reps video and presentation

This is a script for staff when showing the video and presentation for the course reps info.

Bold sections indicates titles or instructions. They are not to be read aloud.

Prepare the video and the slides using the links supplied.

Introduction

“Good [morning/afternoon], everyone. I’m now going to talk to you all about an exciting opportunity for you to get involved in and make a real difference in this course for you and your classmates.

It is the opportunity to become a course representative.”

Show the video now.

After showing the video

“As discussed in the video, the course rep role is voluntary and helps create a link between students and staff.

As a course rep, you will volunteer a small amount of your time, no more than a couple of hours per week, and have a big impact on improving the course for you and your peers.

You will gather your classmates feedback on academic experiences such as deadlines, facilities, cancelled lectures, lecture content and help to offer solutions so that staff can continually improve your course.”

Why should you become a course rep?

“This is a really valuable and important opportunity that you can get involved in.

Course representatives are key in helping to improve the course for yourself and others, now and in the future. You will be part of bringing positive change and part of key decision making within the University.

There are tons of skills you can develop with this opportunity and use for your studies and future employment. For example, communication, negotiation and conflict management, time-management, public speaking, and confidence.

You will also gain recognition for your commitment to the role depending on your level of commitment.”

The following example is a guide. Course leaders should use their own examples. The purpose is to show the difference a course rep can make by listening to their coursemates and discussing possible changes with the course leader.

“An example of something a course rep would raise and work on with course leaders is, in an acting for stage and screen course, a dissertation module which heavily focused on film was not beneficial to students who had chosen to do stage. The course rep explains this to the module leader and this results in additional sessions being arranged to discuss stage work.”

Start the slides show.

Slide 2: Who and how?

“All students at all levels are eligible to apply to become a course rep and to vote. There will be one course rep per level per course. Applications and voting will be conducted online only.

To apply, you must submit a short application form on the Students’ Union website:
eastlondonsu.com/elections

Read all the information about course rep elections on the website then follow the links to apply. The application form will request a short statement asking you to state why you want to be the course rep.

If you have applied to be a course rep, you will need to get your classmates to vote for you by talking to them about why you’re a good fit for the role and why you should represent them. Even if you do not apply to become a course rep, you should participate in the process by voting for the best candidate.

There is no option for separate in-class elections. Even if there is only one candidate, you must still complete the online process and encourage your course mates to vote for you.”

Slide 3

“If you are successfully voted as the course rep, you will need to attend one 1-hour training in week four (19 September-23 September). Training will be offered in Docklands and Stratford campus.

There will be lots of different days and times available. You will be deemed to have resigned from the role if you do not attend training. Even if you were a course rep last year, you must still attend a training session this year.

You should meet with your course leader within two weeks of training”.

Slide 4

“Some exceptions exist for the ‘one course rep per level per course’ rule. Alternative arrangements will be put in place for apprenticeships and large postgraduate courses such as MBA, MSc, IBM, MSc Computer Science. If this applies to your course, this will be highlighted on the Students’ Union’s website.”

Slide 5

“Key dates for you to take note of are as follows:

- Welcome week (week commencing 21 Sep): marketing campaign led by Students’ Union to explain the role
- Teaching week one (w/c 28 Sep): applications open mid-way through the week
- Teaching week two (w/c 05 Oct): applications closed on Thursday evening
- Teaching week three (w/c 12 Oct): Voting will be open from Monday to Thursday. Successful course reps will be contacted on Friday to book a training session.
- Teaching week four (w/c 19 Oct): training week

Slide 6

“All questions and issues should be sent to su.elections@uel.ac.uk”