Union of Brunel
ACADEMIC COURSE REP
Checklist

ONBOARDING & TRAINING

- [ ] Sign up for either new or returners course rep training
- [ ] Upload profile picture on website
- [ ] Introduce yourself to your Programme/ Course lead.
- [ ] Add email signature to your outlook.

COMMUNITY BUILDING

- [ ] Meet with your college Senior Academic Rep
- [ ] Attend Academic Rep Congress
- [ ] Attend Academic Rep Social
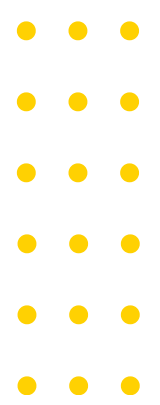- [ ] Nominate a fellow course rep for Rep or Senior Rep for Senior or Academic Rep of the Month

FEEDBACK

- [ ] Respond to'Talk to Your Rep' messages
- [ ] Complete Academic Rep Feedback form
- [ ] Complete monthly Rep Action Log
- [ ] Promote the Teaching Survey for Semester 1
- [ ] Promote the Teaching Survey for Semester 2
- [ ] Promote National Student Survey (for final year UG course reps only)

REWARD & RECOGNITION

- [ ] Log hours in Union Citizenship Award
- [ ] Collect hoodie from Student Union office (please wait to be contacted
- [ ] Sign up for personal development workshops

UPLOADING PROFILE PICTURE

- ☐ Log into the Brunel Students website
- ☐ Click on your name in the top right corner
- ☐ Click 'Edit Photo' in te bottom right hand corner
- ☐ Under basics click on 'Choose a File'- this being the photo you want to upload, and then 'Upload

LOGGING YOUR ACTIVITY

- ☐ Log into the Brunel Students website
- ☐ Navigate to the Rep Space page
- ☐ Click 'Rep Action Log' or visit the Microsoft Form version
- ☐ Complete form

LOGGING FEEDBACK

- ☐ Collect feedback from your cohort
- ☐ Log into the Brunel Students website
- ☐ Navigate to the 'Feedback - Tell Us What You Think' page
- ☐ Click 'Submit Feedback'
- ☐ Click 'Feedback about Student Democracy or Representation'
- ☐ Complete the form with the feedback recieved from students

REWARD & RECOGNITION

- ☐ Log hours in Union Citizenship Award
- ☐ Sign up for personal development workshops

JOURNEY OF A COURSE REP

- ☐ Connect with students on your course.
- ☐ Collect feedback about your cohort's academic experience.
- ☐ Raise issues with your programme leader, at meetings ans to the SU's student voice team.

UNION
OF BRUNEL
STUDENTS