



**PARSA**  
ANU postgraduate &  
research students'  
association

# ANUSA Semester 1 Course Representative training session outline

Course representatives are central in facilitating a student partnership with the university in the improvement of teaching and learning quality. They work within ANU's academic representation structures to provide constructive feedback about teaching quality and assessment, course content and facilities to academic staff and student representatives across Academic College and University committees.

At the beginning of each semester, ANUSA and PARSA run training sessions for course representatives of each college to provide guidance on how students can be effective in their role, and what support exists along the way. This will be complemented by a handbook which will be circulated to all representatives, and ongoing communication with ANUSA.

Because of the freeze on Venue Hire bookings, we require assistance from the colleges in booking rooms for the trainings. This document outlines some of the requirements of the rooms, as well as a program for the training sessions, which are an hour in length.

## Requirements

- Room:
  - Capacity for up to 45 students,
  - Accessible
  - Overhead projector and microphone facilities,
- Catering for students (30 p.a.x.) – provided by Colleges.

## Program

1. Introduction and Outline,
2. Introduction to Course Representatives:
  - a. Purpose,
  - b. Responsibilities,
  - c. What are you expected to help with (and what are you not)?
  - d. Key skills,

3. Practicalities of the role:
  - a. Capturing student feedback,
  - b. What does evidence look like?
  - c. ANU Policies,
  - d. Communication Methods,
  - e. What tools are you going to use?
  - f. Providing effective feedback,
  - g. Succeeding in meetings,
  - h. Closing the feedback loop,
4. Role plays and examples,
5. What to do with issues you can't handle on your own:
  - a. Academic issues,
  - b. Non-academic issues,
  - c. Referring students,
6. Support services,
7. Supporting documents,
8. Contacting ANUSA and PARSA,
9. Next steps.