

## **Class Representatives Guidelines 2017/18**

The main reason behind the development of the class representative system is to facilitate greater involvement of students in their own education and courses, foster reflection through discussion, and improve feedback mechanisms. Moreover, it helps lecturers gain stronger insight into how to improve their courses, by adapting the structure and content they use in order to obtain better results. Every class is different and not all methods suit all students which is why dialogue between the members of the class and the lecturer is crucial.

The role of the class representatives in itself entails different tasks such as facilitating inclusive discussions during course evaluations and communicating the feedback to the lecturer in order to come up with appropriate modifications. It is important to take note that students and teachers of every course will have to decide if they want to follow the written course evaluation or the class representatives evaluation (there will still be the written evaluations in December). If students and teachers cannot find an agreement, the written course evaluation will be implemented. The class representative discussion will take place in the week of October 16 - October 20 or October 30 - November 4.

### **How does it work?**

#### **1. Class representatives are selected and prepare the discussion.**

Two class representatives will be selected on a voluntary basis at least one week before the discussion. One class representative will be taking notes, the other one will lead the discussion. The class representatives prepare the class discussion following the guidelines on Blackboard or the myauc.nl website.

#### **2. Class representatives lead the discussion.**

When it is time for the midterm evaluation, the class representatives will facilitate a 15 minutes class discussion during which all concerns regarding the course and teacher can be discussed. They will also circulate the written midterm evaluation form for students who prefer to send their feedback in writing and take it into account before talking to the teacher. The teacher will leave the class during these 15 minutes. Inspiration for this discussion can be found below and on the myauc.nl website. It is up to the class representatives to decide how the discussion will be facilitated (e.g. open discussion, everyone talks in succession, etc.).

In addition to this, two crucial points need to be highlighted: First, the role of the class representatives is to listen and guide the discussion. They can raise their own concerns but should mainly focus on guiding the discussion. Second, the discussion should be constructive and not only based on naming problems but also on thinking about solutions.

### **3. Class representatives talk to the teacher.**

After class, the class representatives will discuss their findings and the written feedback and talk to the teacher about the points that came up during the discussion. It is, again, important to remember that they represent the entire class and should bring all points forward equally instead of highlighting their personal concerns. The goal is that the teachers will be made aware of improvement points that could enhance the course in the second half of the semester.

### **4. Class representatives report to Head of Studies and send feedback to Student Council**

After talking to the teacher, the class representatives and the teacher will report to the Head of Studies (HoS) that they have had a midterm conversation. Also, the teacher will report adjustments (if any) to the course in the next class.

This is a list of the email addresses of the Head of Studies. If a course is cross-listed, the class representatives should pick the Head of Studies based on what major is mentioned first in the course catalogue.

Head of Studies Academic Core:	<a href="mailto:m.c.deklepper@auc.nl">m.c.deklepper@auc.nl</a>
Head of Studies Humanities:	<a href="mailto:m.f.willemsen@auc.nl">m.f.willemsen@auc.nl</a>
Head of Studies Social Sciences:	<a href="mailto:s.ghebreab@uva.nl">s.ghebreab@uva.nl</a>
Head of Studies Sciences:	<a href="mailto:a.c.lankreijer@auc.nl">a.c.lankreijer@auc.nl</a>

At the end of December, the class representatives will fill out a feedback sheet by the Student Council. They are asked to review the class representative project and state whether the improvement points, raised during the class discussion, were implemented in the course throughout the second half of the semester.

If an urgent concern about a course comes up during the class discussion, the class representatives can email the Head of Studies. Also, the class representatives are welcome to contact the Student Council at all time at [info@aucsc.nl](mailto:info@aucsc.nl). Have fun!

## **Class Representatives Discussion Points**

The following points can be used to guide the class discussion. However, other points can be discussed as well.

- **Teaching style**
- **Materials**
- **Assessments**
- **Information and Communication**
- **Structure of the course**
- **Quality of the course**
- **Learning Outcomes**
- **Course value with regards to the major**
- **Student Engagement**
- **Materials**