



SSLC Reps Handbook 2018-19

Welcome from your Students' Union



Hi there,

Congratulations on being elected as one of your department's SSLC reps! I'm Martha, and I'm your Education Officer. I was an International History SSLC rep while I was an undergrad at LSE, so I know what it's like to work for change within your department. I'm looking forward to getting to know all of you individually, and to working with you to improve your education and influence change at LSE together.

As an SSLC rep, you're part of a community of students who care about making their voices heard and who are working with departments to improve students' time at LSE. As your Students' Union we're here to make sure you're supported in everything you do. We deliver

SSLC rep training, provide extra opportunities to make your time as a rep as rewarding as possible, and we're always here if you need any advice during your time in the role. Being a course rep can be both rewarding and frustrating - but change can't happen without you.

Finally, just a quick word of thanks for volunteering to take on this role. Being an LSE student is nothing if not busy, and there are no shortage of things to do here both inside and outside the classroom. The fact you've chosen to volunteer for this role shows a commitment to improving education at LSE and gaining new skills yourself, and we hope you can achieve both this year.

See you soon,
Martha Ojo

Martha Ojo

Education Officer 2018/19

su.education@lse.ac.uk

The Dos and Dont's of being an SSLC Rep



SSLC Reps should:

- ✓ Attend SSLC training
- ✓ Ask the students you represent what problems there are
- ✓ Ask the students you represent about the positives of their academic experience
- ✓ Go to SSLC meetings
- ✓ Raise issues about the quality of the programme
- ✓ Try and suggest solutions to any problems you bring to meetings
- ✓ Let students know what happens in SSLC meetings - as important as gathering feedback

SSLC Reps shouldn't:

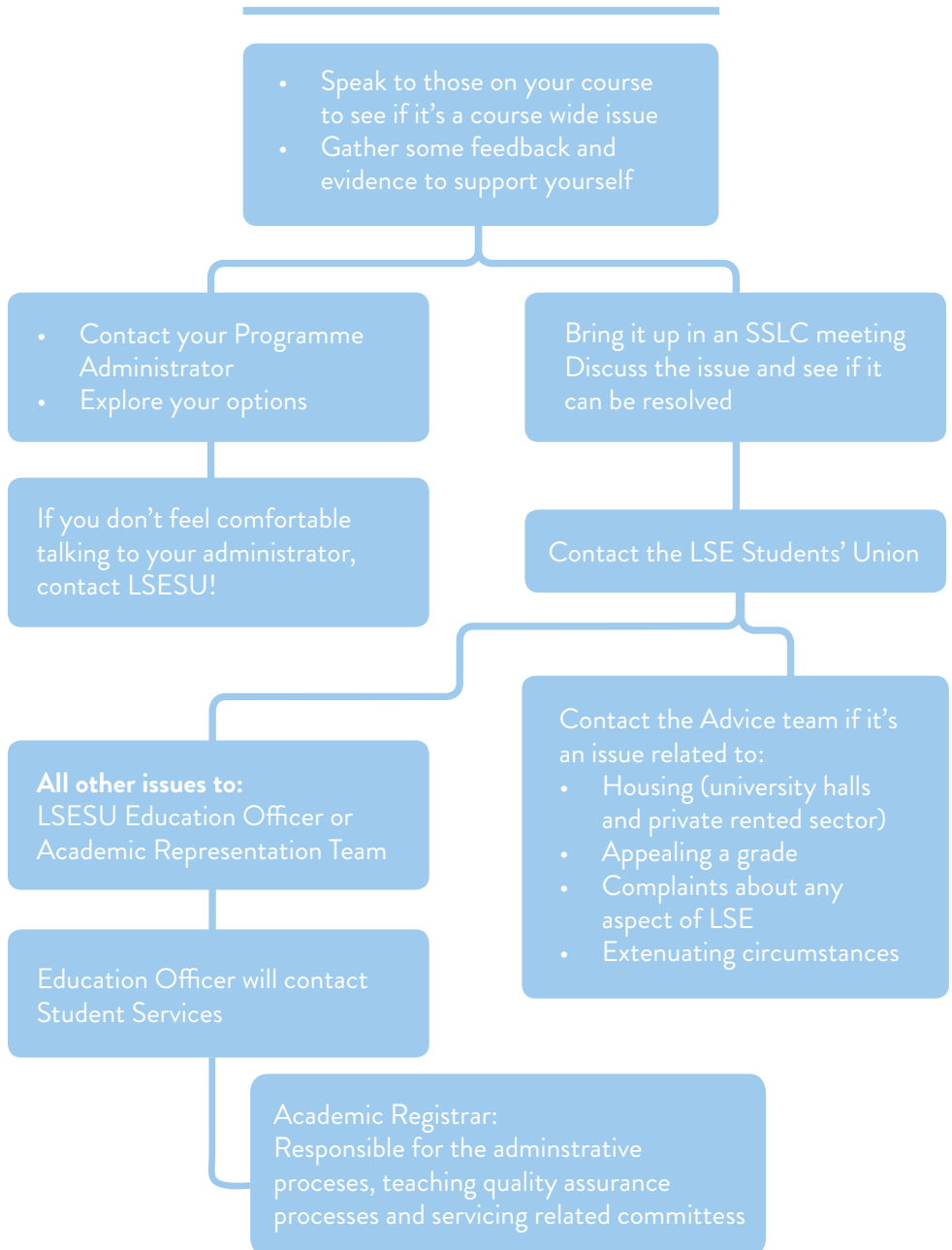
- ✗ Help other students with their work
- ✗ Always agree with staff- sometimes perspectives will be different for students
- ✗ Help students with personal problems
- ✗ Feel pressured to take on more than you can- your wellbeing comes first!
- ✗ Do everything their tutors or administrator ask them to do – you're not employed by the University

Meetings - The Basics

	SSLC Meetings	Course Rep Congress
How often are the meetings?	1 per term in most departments	Twice a year - November and January
Who attends?	All SSLC Reps on your course and the relevant departmental staff	All SSLC Reps from across LSE are invited
Who chairs the event?	Staff or students, depending on the department	LSESU Education Officer
What is the meeting for?	The main opportunity you have to raise issues about your course (e.g. timetabling, quality of teaching, methods of assessment, feedback)	An opportunity to meet other SSLC reps, get involved in discussions and skills sessions and enjoy some food and drink. You can also volunteer to run a session
Who will invite you?	Staff within your department	The SU will send round invitations from the su.sslc@lse.ac.uk email leading up to the meeting

What should I do when an issue comes up?

An issue has come up



Students' Union Advice Service

You don't have to help other students with personal issues. The Students' Union provides free, confidential, impartial advice and support on the following issues:

- Housing (University halls and private rented sector)
- Appealing a grade
- Complaints about any aspect of LSE
- Extenuating circumstances (problems that stop you handing in your best work)
- Academic misconduct
- Disciplinary cases

If you're not sure where to go, contact us and we'll signpost you in the right direction.

Email: su.advice@lse.ac.uk

Phone: 020 7955 7158

Web: lesu.com/advice



How can I get more involved?

Consultative Fora

Consultative Fora are designed to consider undergraduate, taught graduate, and research students' opinions on matters affecting their study. This is achieved by looking at issues arising from reports of departmental Student/Staff Liaison Committees that cannot be solved at departmental level.

Interested? Run to be a Consultative Fora Rep. For more info contact:

Research

Loraine Evans

l.evans1@lse.ac.uk

Taught Graduate

Frankie Quinn

f.quinn@lse.ac.uk

Undergraduate

Frankie Quinn

f.quinn@lse.ac.uk

Run for election as a Students' Union Officer

If you really love representing students, one of the best ways to do this is to be a candidate in the Students' Union elections held in October and March. Many of these positions are paid, and they all provide the opportunity for you to gain valuable work experience, negotiate with influential members of staff and make a difference to the lives of students at LSE.

You can run to be a full-time Sabbatical Officer, a part-time officer or for a place on a variety of boards and committees, including 2 places on Academic Board up for election this October.

lsesu.com/democracy/elections

Other opportunities

LSESU Active LifeStyle

LSESU Active LifeStyle is the social and recreational sport programme available to all students at LSE. This is our brand for many different activities, all offering you something social, fun and a bit sporty. You don't need to join a team, have much kit, or pay a lot of money! All our sessions are open to all, whether you have experience or not - or are any good! You can come to one, or many, whatever you feel like.

Be involved in Active LifeStyle helps make the most of your University experience, build skills to enhance your graduate employability and get to know you fellow LSE students. There is an opportunity for everyone across all abilities, so get involved now!

For more info, head to:

llesu.com/activelse

Beyond the Classroom

If you want to opportunities to develop, learn and grow then this employability training programme is for you. The Beyond the Classroom

programme offers students a series of free, skills-based workshops on topics such as Managing Conflict, Public Speaking Campaigns, Event Management, Social Media and many more throughout the year.

For more info and to join the Facebook page, head to:

llesu.com/skill-up/beyond-the-classroom

LSESU societies and clubs

We have more than 200+ societies and clubs, with thousands of students as members!

If you are interested in taking up a new hobby or want to keep up an existing interest head to:

For Societies:

llesu.com/join-in/societies

For Clubs:

llesu.com/join-in/sports

FAQs

How do I contact other SSLC Reps?

Your programme administrator will have the list of all the SSLC reps. Don't hesitate to contact them directly. Alternatively, you can contact the Students' Union on su.sslc@lse.ac.uk

What is the best way to contact other students?

You know best what students on your course would prefer. Small courses might prefer a lunch meeting or a chat after class. Larger courses might prefer a Facebook group, Moodle or group email. You could also introduce yourself at the beginning or end of the class and let them know who you are.

How will I find out which meetings to attend?

Staff in your department should email you with the date and time of your meeting. If they haven't, then email your programme administrator.

Nothing seems to change. What should I do?

It's really disheartening when you push for a change on your course or in your college and nothing happens. Ask the chair of your SSLC meeting why it can't change first, and then see if you and your course can come up with any solutions. Contact the Students' Union if you want to discuss it.

What if I don't want to be a Rep anymore?

If, after acting as a Representative for a while you feel like the role is not for you, you must tell your programme administrator and the Students' Union at su.sslc@lse.ac.uk as soon as possible. This is very important, as they will need to elect a new Rep.

Useful contacts

Sabbatical Officers



Zulum Elumogo
General Secretary
su.generalsecretary@lse.ac.uk



Naveed Kabir
Activities and Development Officer
su.activitiesdevelopment@lse.ac.uk



Martha Ojo
Education Officer
su.education@lse.ac.uk



Faye Brookes Lewis
Community and Welfare Officer
su.communitywelfare@lse.ac.uk

Part-Time Officers

Afrah Hyder

Anti-racism Officer
su.anti-racism@lse.ac.uk

Mishal Murad

International Students' Officer
su.international@lse.ac.uk

Olivia Cleary

Athletics Union President
su.aupresident@lse.ac.uk

Tobias Draper

LGBT Students' Officer -
su.lgbt@lse.ac.uk

Momen Sethi

BME (Black and Minority Ethnic)
Students' Officer
su.bme@lse.ac.uk

Alex Selway

RAG President
su.rag@lse.ac.uk

Vacant/ Nominate Yourself

Disabled Students' Officer
su.disability@lse.ac.uk

Katie Tesseyman

Women's Officer
su.womens@lse.ac.uk

Lotus Wang

Environment and Ethics Officer
su.environment@lse.ac.uk

Students' Union

General Enquires

020 7955 7158
su.info@lse.ac.uk

Students' Union Advice Service

020 7955 7158
su.advice@lse.ac.uk

Academic Representation Team

020 7955 7158
su.sslc@lse.ac.uk

LSE Services

LSE Careers

020 7955 7135
careers@lse.ac.uk

IT Services

020 7107 5000
it.helpdesk@lse.ac.uk

Student Counselling Service

020 7852 3627
student.counselling@lse.ac.uk

Disability & Neurodiversity

disability-dyslexia@lse.ac.uk