

## **Faculty of Social Sciences Course Representatives Role and Responsibilities**

- The course representative, as elected by the students of a course, should be seen essentially as being responsible for representing the interests/concerns of his/her fellow classmates regarding the course to the lecturer/instructor.
- He/She is responsible for maintaining an awareness of his/her classmates' concerns and/or feelings towards the course and will also be responsible for bringing them to the fore should such action be warranted.
- He/She shall meet with the course lecturer/instructor on a regular basis, so that they may have a brief discussion regarding the course, where the course representative can make known to the lecturer whatever general concerns the students may have and vice versa. It is recommended that this be done at least once every three weeks.
- He/She shall report to the faculty's student representative on any pressing concerns that the students of the course may share, and on what consultation with the lecturer/instructor with respect to these concerns has yielded.
- Should it become necessary to do so, he/she may, in consultation with the Faculty's student representative, bring such matters of concern to the attention of the Head of Department.
- He/She should be prepared to make him/herself available to sit on the Departmental Staff/Student Liaison Committee, should such a request/ appointment be made.
- The course representative shall also be responsible for administering the student evaluation of the lecturer for the course by way of the evaluation forms provided. It is suggested that this be done during the first 15-20 minutes of the class session, so as to encourage full participation on the part of the students. The lecturer/instructor should not be present in the room whilst this is being done.