Student-Staff Partnerships Project Handbook

Welcome

Thank you for your interest in the Student-Staff Partnerships initiative at UQ! Becoming a Student or Staff Partner is a rewarding experience and serves as a powerful opportunity to enrich the broader UQ student experience. The initiative will help expand professional networks, and develop key employability skills that will be beneficial for your (Student Partner) future career.

What are Student-Staff Partnerships?

Student-Staff Partnerships support students and staff to actively collaborate in enhancing the UQ student experience. This approach seeks to empower students and staff to work in partnership to design, deliver, and enhance the UQ student experience and is underpinned by the values of **respect**, **reciprocity** and **shared responsibility**. Student-Staff Partnerships acknowledge the breadth of expertise and knowledge of students, and seeks to provide opportunities for students and staff to collaborate in innovative projects seeking to enhance the UQ student experience.

Is this an Internship?

No. Student Partnerships are not a student / supervisor relationship, but a collaboration between colleagues.

All partners have distinct, yet equally valuable expertise and experience to contribute. Student and Staff Partners will co-develop the project plan, responsibilities and meeting times. Regular and frequent contact between partners is encouraged, to ensure that project outcomes are achieved within the designated timeframes, and to discuss and manage any challenges as they arise.

Ishara Sahama

Student Partner, Bachelor of Science (Geographical Science/Urban and Feminist Geography)

Projects:
Co-designing the UQ Student-Staff Partnerships Showcase 2018

Designing a Sustainability Council Proposal with UQ Sustainability

My involvement in two SSP Projects this year has been a very enriching and rewarding experience. SSP is growing exponentially due to the success of numerous innovative projects; this has appealed to me as it proves how effective it can be for enhancing necessary skills for the workforce. I found it to be extremely relevant to furthering my career goals in humanitarian work, gender equality and geography due to the transparency and adaptability of the projects to meet student-staff expectations and invoke progressive change. I strongly encourage students to get involved in SSP to enhance their employability and university experience.

Types of Partnership Projects

Student-Staff Partnership Projects provide a valuable opportunity for Student and Staff Partners to co-develop and deliver initiatives. There are three streams of Student-Staff Partnership Projects, these include:

- Teaching & Learning;
- Student Experience; and
- Governance & Strategy.

Teaching & Learning Stream

Student-Staff Partnership Projects within the Teaching & Learning Stream seek to enhance curriculum content, design and facilitation. Examples may include:

- Student Partners as Pedagogical Consultants or Advisors on courses. Students and Staff generate feedback with students within that course, conducting observations of teaching and collaborating to enhance, innovate, or co-create curriculum.

- Student Partners as Course Co-designers. Students and Staff collaborate on course design / development including the creation of interactive content, innovative assessment or learning activities.

- Student and Staff Partners collaboratively integrating high-quality, learner-centred and inclusive course content and materials online.

Student Experience Stream

Student-Staff Partnership Projects within the Student Experience Stream seek to enhance the academic, non-academic and social aspects of the UQ student experience. Examples may include:

- Student and Staff Partners co-facilitating workshops or events to enhance the student experience (such as: sense of belonging; networking with peers; employability development).

- Student and Staff Partners co-developing initiatives or programs that contribute to the UQ student experience.

- Student and Staff Partners co-developing materials and support resources for educational campaigns (e.g. diversity, sexual misconduct etc.).

- Student and Staff Partners analysing the success of student experience initiatives.

- Student and Staff Partners collaborating on the enhancement of the SSP initiative (serving as partnership mentors; enhancing the processes or support resources for SSP).

Governance and Strategy Stream

Student-Staff Partnership Projects within the Governance & Strategy Stream seek to enhance student voice and supports within the decision-making processes of the University.

- Student and Staff Partners co-developing university strategy or policy that either has a direct or indirect impact on the UQ student experience.

- Student and Staff Partners co-developing support resources and mechanisms for students serving as representatives.

> "My involvement in two SSP Projects this year has been a very enriching and rewarding experience"
>
> - Ishara Sahama, Student Partner

Victor Hasa

Student Partner, Bachelor of Science (Honours)

Projects:
Capstone Co-Creation: BIOM3200

Co-designing the UQ Student-Staff Partnerships Showcase 2018

Student Staff Partnerships are an excellent initiative for anyone looking to both develop their own skills, but also positively contribute to the wider UQ community. I was fortunate enough to work on a partnership that involved the redesign of a 3rd year biomedical science course. Having previously taken the course, I really enjoyed being able to use my input as a previous student, and how this could lead to more positive outcomes for future students. I would encourage any students or staff looking to create change to get involved with Student-Staff Partnerships.

The benefits of being a Student or Staff Partner

To be a Student or Staff Partner is a powerful concept that breaks down traditional hierarchies that exist between staff and students. The initiative allows students and staff to take control of the narrative and be a driver of change across the university. Participating in a partnership can also enhance a range of transferable skills that will enable Student Partners to stand out from the crowd when applying for those coveted graduate roles.

Benefits for Students

- Draw upon your unique experiences and knowledge to be an agent for change at UQ.
- Collaborate on a range of exciting and innovative projects with enthusiastic staff members.
- Form meaningful, collaborative partnerships across the University.
- Expand your current personal and professional networks across the University.
- Contribute to the continuous improvement of the UQ student experience.
- Contribute to a cultural shift at UQ where students are seen as experts and colleagues.
- Add to your professional portfolio and/or towards the UQ Employability Award.
- Receive a grant in recognition for your partnership.

Benefits for Staff

- Empower students to influence decision-making processes throughout the University.
- Collaborate in partnership with motivated and creative students to the betterment of your project.
- Be introduced to different ideas, perspectives and ways of thinking.
- Help to foster a culture of partnership at UQ.
- Learn from the experiences of students to positively impact your work.
- Increase student satisfaction with course or program content/design.
- Contribute to teaching and learning research as an outcome of your partnership.

> "Student-Staff Partnerships are an excellent initiative for anyone looking to both develop their own skills, but also positively contribute to the wider UQ community"
>
> *- Victor Hasa, Student Partner*

Project in the Spotlight (Teaching & Learning Stream)

Collaborative design using SmartSparrow for BISM7208

Team members: Associate Professor Pedro Isaias (ITaLI, UQ Business School), Solange Lima (ITaLI, School of Education), Jielin (Zucca) He (UQ Business School), Sikai (Kay) Zhao (UQ Business School), Yingxin (Anna) Li (UQ Business School), Matthew Wing-Heng (ITEE), Ashley-Hope Walker (School of Education), Sanjay Vasudeva (Biomedical School Graduate), Associate Professor Panfeng (Laura) Zhang, (Hebei Normal University, China).

Overview

This Student-Staff Partnership Project engaged students with the redesign of a course within the Business and Commerce Master's degree. The project team developed and used case studies as a narrative to embed the subject content in a digital authoring tool. The five Student Partners were supported by the project leader, the project manager, two consultants and the digital platform provider. The team produced 12 lessons with accompanying learning activities with Student Partners reporting that they have learned more about the subject content through designing the digital lessons than attending the traditional lectures.

Projects Overview
What to Expect

Submission Process for Student-Staff Partnership Projects

In 2019, there will be four funding rounds (two per semester) in which UQ students and/or staff can submit partnership project ideas. An overview of the main key steps from submission of a project to the completion of a project is outlined below:

1 Call for project ideas
(Staff & Students)

2 Complete project
application process
by due date

3 Project
selection process

4 Successful projects
are announced to
applicants

5 Student Partners
are recruited

6 Partnership Inductions
(Student & Staff Partners)

7 Project plan is
co-developed between
Student & Staff Partners

8 Projects commence

9 Projects completed
by due date

10 Attend celebration

1. Project Submission Process

How can I submit a project idea?

In 2019, there will be four funding rounds (two per semester) in which UQ students and/or staff can submit partnership project ideas.

Submissions are conducted online and have specified opening and closing periods. To view submission dates and submission forms, visit the Student-Staff Partnerships website.

Will my project be successful?

All projects are reviewed by the Student-Staff Partnerships Team to ensure they meet the below criteria, and to determine areas of synergy. Successful projects will address the following in their submission:

- Involves a co-creation to reflect shared responsibility between Student and Staff Partners. E.g. Student Partners contributing to the intellectual design and development of the project.

- All partners are committed to the partnership approach and ensure appropriate time is taken to develop these partnerships.

- It must seek to enhance the overall UQ student experience (e.g. impact a cohort of students, either across the University, Faculty or across a School).

- No more than five Student Partners per project.

- The scope of the project is feasible given the timing constraints.

I didn't submit a project idea. Can I still work on a project?

Submitting a project idea is optional.

If you don't have a project specifically in mind then you can apply to be a Student Partner. Student Partners are selected on a competitive basis (see following page).

How many Student Partners will I be working with and what are the contact hours?

Project's may have a maximum of five Student Partners.

The maximum contact hours indicated in the table (see Figure 1) are inclusive of the project induction, co-developing the project plan and completing the retrospective report.

What if my project runs longer than the time allocated?

In circumstances in which there is demonstrable evidence of further impact, project teams may apply for an extension (total of 100 hours per Student Partner). Projects seeking to extend may contact SSP@uq.edu.au to enquire.

Grants

In recognition of the Student Partner's collaboration on these projects, Student Partners will receive a grant for educational purposes, paid in two instalments. The table below outlines the grant available to each Student Partner, depending upon the maximum number of contact hours required to complete the project.

Project Level	Grant Value	Maximum Contact Hours	Duration
1	**$500**	25	**1-10 weeks**
2	**$750**	37	**2-13 weeks**
3	**$1000**	50	**3-13 weeks**

Figure 1: Student Partner Grant Levels

2. Student Partner Application Procedure

How can I apply to partner on a project?

Applying to be a partner on a project is easy. Look out for key application dates on the Student-Staff Partnership website and simply apply during the open dates.

- Review available projects within StudentHub. To find opportunities, visit our website http://bit.ly/uq-ssp.

- Submit a completed application prior to the specified closing date. You will be required to provide details on why you wish to partner on this project, and what skills/experiences that you can bring to the project. A seperate application is required for each project you apply for.

- When all applications have been reviewed, the project lead will shortlist all successful applicants, and you will be notified of the outcome of your application via StudentHub. All applicants will receive an outcome within three weeks of the application closing date.

What will my application be assessed on?

Applications will be assessed by the individual project leaders. Partnerships will be awarded on a competitive basis taking into account:

- The availability of projects and nominated number of Student Partners required for the project.

- The rationale that you provided in your application for wanting to partner on the project.

- The skills and attributes that you have outlined in your application.

3. Key Project Milestones

Once Projects have received approval from the Student-Staff Partnerships Team and Student Partners have been recruited, teams will encounter the following milestones.

1 Partnership Induction – Required

All Project Teams (Student and Staff Partners) will be required to attend a two hour Partnership Induction. Team members are required to attend the same Induction session as there will be a range of group activities. The Induction will cover:
- An overview of the Initiative and Partnership at UQ;
- Practical tips for Project Teams;
- An overview of Project Milestones;
- Group activities.

2 Submit Co-developed Project Plan – Required

All teams must complete a Co-developed Project Plan and submit to the SSP team via the Student Partners Workflow. This document can be found in the Workflow. The purpose of the co-developed plan is to provide an opportunity for all partners to contribute to the intellectual design of the project. This is a foundational document for project teams as it enables you to develop your 'rules of engagement' as a team at the commencement of your project.

This document seeks to serve as a conversation starter for teams, and you are not locked in to what you write in the plan. Rather it aims to ensure that teams have had transparent conversations regarding their preferred communication and collaboration strategies and discussed the scope of the project. We encourage you to revisit your project plan throughout the lifespan of your project, as things may shift, priorities may change, or new lessons may be learned.

If you find that your agreed upon communication or collaboration strategies are not working, we encourage you to discuss this as a team and adopt different strategies.

Once the Project Plan has been submitted, the first instalment of the Student Partner grant will be processed.

3 ### Commence Project - Required

After all team members have attended an Induction and submitted the Co-developed Project Plan, teams may then commence their Projects!

4 ### Attend Networking Event – Optional

We will provide opportunities for Student and Staff Partners to meet with partners from a range of other projects, share knowledge and expand their professional networks. Information will be provided by the SSP team.

5 ### Submit Retrospective Report – Required

All teams must co-develop a Retrospective Report and submit to the SSP team via the Student Partners Workflow. This document can be found in the Workflow. The report is a high-level overview of the outcomes and impact of your Project, along with a self-reflection component to provide all partners with the opportunity to reflect upon their experience. The Report will address elements such as: were the deliverables met and what did the team members learn about the partnership.

Once the Retrospective Report has been submitted, the second, and final instalment of the Student Partner grant will be processed.

6 ### Evaluation of the Partnership Initiative – Optional

The Partnership Team would appreciate any feedback or recommendations that you may have to enhance the SSP initiative. At the conclusion of your project, and once you have submitted your Retrospective Report, you will be sent an (optional) evaluation.
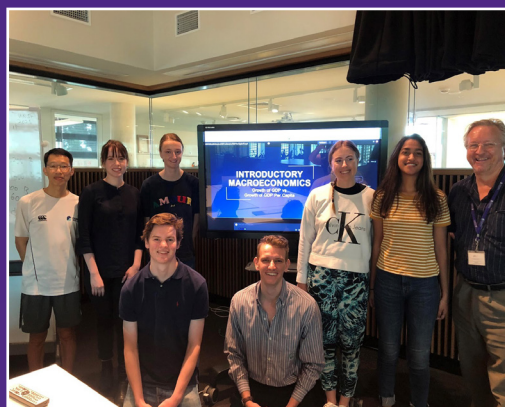
7 ### Celebration – Optional

At the conclusion of your project, the Partnership Team will be in contact with you to invite you to attend a Celebration. All Student and Staff Partners will be invited, and this is a wonderful way for you to celebrate with your team your accomplishments in finishing the project, and the opportunity to meet other Student and Staff Partners who have collaborated on projects.

8 ### UQ Student-Staff Partnerships Showcase – Recommended

As part of the Partnership initiative, there is an annual UQ Student-Staff Partnerships Showcase. This Showcase provides UQ Students and Staff with the opportunity to present the outcomes of their projects, highlight the impacts of partnership, or discuss the challenges faced with partnership. This Showcase is open to those within the UQ community and from other universities to attend.

Project in the Spotlight (UQ2U Project)

ECON1020 Macro-Economics Blended Learning (UQ2U Project)

Associate Professor KK Tang (BEL Faculty), Rhiannon Byrnes (BEL Faculty), Victoria Smit (BEL Faculty), Sophie Carran (BEL Faculty), Felicity Roxanne Prosper (BEL Faculty), Neville Smith (ITaLI), Robert Coulter (BEL Faculty), Charles Coverdale (BEL Faculty)

OVERIVIEW

This Student-Staff Partnership was a collaborative project to redesign the delivery of a first year macroeconomics course (ECON1020, Introduction to Macroeconomics). The team worked together to produce content that would replace face-to-face lectures. Student Partners learnt valuable industry skills in speaking to camera, script writing, and educational program design. Their application of these skills to a meaningful and collaborative project was the catalyst for personal and professional growth. Importantly, Student Partners also contributed to the overall design of the blended learning course, including the assessment design and supplementary material on the learning platform.

"Knowing how different parts of the learning activities fit together was an interesting skill to develop. We had to be critical about which topics relate, and how students should progress in their understanding of macroeconomics. This gave us a broader understanding of the context behind the content" - Student Partner

Project Requirements

Student and Staff Partner Requirements

- Student and Staff Partners are reminded that as members of the UQ community, students and staff must adhere to the UQ Student Charter. This charter specifies the responsibilities and expectations of behaviour placed upon those within the UQ community, and establishes guidelines for professional conduct.

- Student Partners must be a currently enrolled UQ student throughout the lifespan of the project.

- All partners must actively participate in regular team meetings.

- If a Student Partner withdraws from the project, their grant will need to be returned.

- Projects must not go over the maximum number of contact hours attached to the grant level.

- Student Partners can only undertake one project at a time, to ensure that they can prioritise their studies.

- It is the Student Partners' responsibility to advise UQ if their grant is taxable. Student Partners are eligible for a tax-free grant if they meet the following conditions: fulltime student, currently enrolled in a UQ Program who will remain enrolled in the current program for the duration of the project, i.e. will not graduate before or during the project. If Student Partners are not eligible for a tax-free grant, PAYG will need to be withheld by the university. Tax-free grants are generally paid as two lump-sums. Taxable grants are generally paid in fortnightly instalments.

UQ Employability Award

Eligible UQ students who successfully complete their project can count their participation in the project towards attainment of the UQ Employability Award.

Further information about the award is available at:
https://employability.uq.edu.au/award

Taxation and Centrelink Implications

It is the responsibility of Student Partners to make enquiries and seek independent advice regarding tax liability or impact on Centrelink payments arising from receipt of a grant.

Please use the following tool to determine if your grant is taxable:
https://www.ato.gov.au/Calculators-and-tools/Is-my-scholarship-taxable/

If your grant is taxable, PAYG will need to be withheld by the University. It is the responsibility of Student Partners to advise UQ if your grant is taxable at the time you accept your offer.

"The project empowered students with case study writing and critical thinking skills, Smart Sparrow knowledge, as well as collaboration capabilities. It was very exciting to see them grow and being able to be part of a team that had a simple goal" - Pedro Isaias, Staff Partner

Top tips for Partners

Develop Expectations and Norms with your Project Team

A key recommendation for all project teams is to develop expectations regarding:
what it is you are hoping to achieve in the project;
how you will collaborate and communicate; and how you will treat one another.
The Co-developed Project Plan can be a place in which you articulate these expectations

Develop Clear and Transparent Lines of Communication

This can be achieved through setting expectations in the first meeting regarding:
how the team will communicate and collaborate, outlining areas of responsibility,
and developing clear (and feasible) timelines

Keep in Contact

It is recommended for project teams to put aside 30 minutes (minimum) each week for the
team to discuss in-person: challenges, successes and priorities for the upcoming week

Celebrate Each Other's Achievements

When a partner accomplishes a goal, openly acknowledge their efforts.
This helps to foster a collaborative and fun working environment

Achieve all milestones

To ensure that you get the most out of the experience, be sure to attend the Partnership
Induction and Networking events

Tips for Student and Staff Partners

Tips for Student Partners

- **Develop rapport.** Sometimes it can be difficult, but speak up and don't be afraid to voice your opinions. After all, this is a partnership, and the Staff Partners want your perspective to shape the design, development and delivery of the project.

- **Understand the vision and goals of the project.** Reflect upon how your tasks contribute to the overall outcomes of the project. Use this project as an opportunity to hone your elevator pitch skills (be able to concisely describe the project in one minute or less). These communication skills are vital to successfully navigate the world of work.

- **Communicate frequently.** If you encounter a problem you can't resolve yourself, or if you have a great idea that you want to share, be sure to communicate with your team. Pose these challenges or ideas during team meetings.

- **Take initiative.** Try solving a problem independently first, or come up with a range of solutions to pose to your team. This is a highly marketable skill set that employers look for in employees.

- **Network.** Use this as an opportunity to expand your professional networks. You may choose to connect with your partners on LinkedIn.

- **Reflect upon your experience.** It is important to reflect upon your experiences and take stock of the challenges that you faced and the lessons learned. These lessons learned can provide valuable evidence of skill development when interviewing for that coveted job. You may wish to write a personal reflection in your ePortfolio or contribute your own reflections in the Retrospective Report.

Tips for Staff Partners

- **Recognise power imbalance**. No matter how approachable you are as a staff member, it can be a challenge, particularly at the beginning, to overcome power imbalances between students and staff. Some key ways in which you can seek to overcome this imbalance is through speaking less, particularly at the beginning of the project, don't ask closed answer questions that elicit a yes or no response and to be receptive and open to Student Partners' ideas.

- **Model Partnership**. Set an example of what partnership entails. Openly seek your partners' feedback on the components/tasks that you are contributing to the project.

- **Acknowledge diversity.** It is vital to acknowledge that your Student Partners don't speak for all students. The student population is diverse and thus Student Partners cannot speak for all of their peers.

- **Shared work space.** Where possible, book a meeting room to enable collaboration amongst the team.

- **Provide a reference.** Social media platforms, such as LinkedIn, can serve as a powerful tool to promote your professional profile. Show Student Partners your appreciation for their hard work through providing them with a professional recommendation, detailing what they did and the skills that they demonstrated throughout the project. Alternatively, you may wish to provide Student Partners with a written reference.

- **Be flexible.** As with employment, studying at university comes with its own set of deadlines and timelines that student partners cannot meet. Be flexible with meeting times, locations and modes, a Zoom meeting may be a better option around exam times for example.

Want to know more?

For more information on Student-Staff Partnerships:
employability.uq.edu.au/ssp-projects

Contact

For questions or futher information, email:
SSP@uq.edu.au

"If I could, I would repeat this experience on an ongoing basis. I wish to publicly acknowledge these students as role models to be followed"
- Pedro Isaias, Staff Partner

Meet the Team

MADELAINE-MARIE JUDD - STUDENT PARTNERS ADVISOR

Madelaine-Marie is the Student Partners Advisor at UQ, overseeing the implementation of Student-Staff Partnership Projects. Madelaine-Marie is passionate about enhancing the student experience through university-wide strategic initiatives that seek to empower students as active agents within their own learning.

Contact Madelaine-Marie about: scoping partnership projects; discussing challenges and strategies with partners in projects; providing recommendations for how the initiative could be enhanced; project management; and/or undertaking research in learning and teaching.

JESSICA MORGAN - STUDENT PARTNERS PROJECT OFFICER

Jess is the Student Partners Project Officer at UQ. Jess assists the Student Partners Adviser and Coordinator in administering the Student-Staff Partnerships initiative at UQ, promoting both Student Representation and the Student Voice to enhance the overall UQ Student Experience.

Contact Jess about: finding out more about the processes for Student-Staff Partnerships including—submitting a project proposal, recruiting for Student Voice activities, questions regarding grant payments for Student Partners, to discuss challenges and strategies within partnership projects, or to provide recommendations for how the initiative could be enhanced.

THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

CREATE CHANGE