

## Undergraduate Studies Representative

This committee plays a central role in managing the undergraduate programs, developing policy, and making recommendations to the Academic Council for any exceptional circumstances

This committee includes:

- selected faculty
- administrative personnel
- representation from the Undergraduate Students' Association
- representation from the Registrar's Office.

The student representatives on this committee are involved in the following mandatory roles and responsibilities:

- Attend regular meetings of the Undergraduate Studies Committee.
- Bring concerns of students and members of the Association of Social Work Students committee to monthly Undergraduate Studies Committee meetings.
- Report to the ASWS committee on the activities of the Undergraduate Studies Committee as directed.
- Make recommendations regarding courses that are offered.
- Student admission policies.
- Change in school regulations.
- Academic policy changes which are then forwarded to Academic Council.
- Report the work of the Undergraduate Studies Committee to the ASWS committee as directed.

- Act as representative for all undergraduate social work students in their respective classes for a three year period beginning when elected.
- Introduce yourself to the student body.
- Identify student/ASWS concerns - via appropriate communication mediums (ex e-mail, class presentations, student newsletters, facebook, signs in student lounge etc).
- Ensure that any issues or concerns expressed by students/ASWS that are related to the Undergraduate Studies Committee are brought to Undergraduate Studies Committee.
- Liaise and bridge connections between social work students and the Undergraduate Studies Committee.
- Communicate messages/information/concerns/issues from the Undergraduate Studies Committee that relate to students to the entire class (Ex; via mediums noted above and student services to send to all students via class list serve).
- Attend regular ASWS committee meetings as scheduled.
- Exercise voting privileges on the ASWS committee.
- Maintain regular contact with students and continually ask for updates and suggestions.
- Uphold confidentiality at all times unless otherwise directed.
- Other duties as arise and are appropriate.

Student representative should be involved in recommendations that are forwarded to the academic council regarding:

- Changes in courses being offered, and additions of new courses and programs.

- Presenting new rules or changes to the regulations of the school of social work.
- Matters relating to student admissions (appeals, etc.), and promotion within and graduation from the social work program.
- Academic policy changes.