

# **GUIDELINES FOR CLASS REPS AT HYPER ISLAND UPSKILL COURSES**

## **I. REPRESENTATIVES - HOW WE WORK AND WHY**

At Hyper Island we work experience based and learn from *doing*. As a part of this, the program managers will invite the members of the class to collaborate with us in a very day-to-day and hands-on way.

The ones in the class that have interest in being a part of this collaboration will get a proper onboarding to a lot of our routines, structures and to-dos.

The goal with working this way is to support the class to develop a high degree of independence.

## **PSC REPRESENTATIVES**

The upskill courses at Hyper Island are higher vocational educations and are to be carried out in accordance with expectations set by the Swedish government and more specifically [MYH](#), The Swedish National Agency for Higher Vocational Education.

One of the most important responsibilities we (Hyper Island) have as an organisation is to assure the quality of the education. This work is done by the Program Steering Committee, PSC.

The PSC shall consist of representatives from the industry, a school representative, a program manager *and two course participants that are studying under the umbrella of MYH.*

### **PSC representatives are expected to:**

- Keep an overall perspective of the course..
- Be a part of the [PSC](#); Collect feedback and input from the class participants, voice this feedback in a professional manner and support the development of the curriculum.
- Take part of the results from surveys.
- Communicate class needs for workshops/sessions or for knowledge/skills the class sees a need for more practice in

- Culture; to bear in mind principles and practices that the class has created and aim to act as a role model.

## **Resources that PSC representatives have access to:**

- Network (PSC)
  - Invitation to all the PSC Meetings (4/year. In the case of a shorter upskill course, a PSC representative might only have the chance to attend a maximum of up to three meetings)
  - Curriculum development work
  - If a budget is needed for workshop, class day or other - to collaborate with program manager and make a plan
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## **CLASS REPRESENTATIVES**

Every module needs to be managed. The program manager is doing a lot of the high-level work, usually well in advance before the module starts. But just before a module starts, during a module and after a module ends, some important to-dos need to happen, and these are carried out by the class representatives.

The class reps are first and foremost the main point of contact between the Industry Leader, guest speakers (if there is one apart from the Industry Leader) and the class. They are responsible for getting, and staying, in touch with the Industry Leader and making sure that information flows between them and the class, and that practical needs are met.

### **Class representatives are expected to:**

- **Contribute in the planning of the module** - Participate in one planning meeting with the IL to discuss overall plan for the module, practicalities and share the needs of the class. If a meeting is not possible, conversations on Slack is a suggested option.
- **Manage practical preparations** - Ask what IL's might need your support with. Could for example be preparations for Zoom sessions, sharing material on Slack/Google Drive.
- **Meet guests** in Zoom before they start, letting them into the digital room, set everything up and make sure that tech is working.
  - Support online workshopers and ILs/lecturers by asking in advance if they require support with creating breakout rooms. If so, find out when that will be needed, for how long, and how many groups and deliver this support during the session..

- Join the session a few minutes early to meet with the lecturer to help ensure their zoom functions are properly set up (video, sound, screen sharing, etc.) Ask permission before recording the session and always record it on the cloud.
  - Serve as a facilitator - if you notice the class needs a brief break, encourage the lecturer to pause to make that possible.
  - Ask for slide deck sharing before ending the meeting. (Upload presentation and any additional material, to Google Drive after the session has ended..
  - Log out of the account
- **After each session**, collect and document feedback for the lecturer from the class.. Share the result back to the class and with the Industry Leader. It will also be shared with the PSC.

Login:

user: cecilia.lindberg@hyperisland.com

pass: lovenotwar

[Use this Mentimeter template](#)

Copy the template, rename it with the name of the module, lecture/lecturer and course name

Run it with the class as a part of the session, before you leave the session and check out.

Share with PM, lecturer and industry leader.

Save a pdf of the final report in your class Google Drive

Email that pdf of the final report to your program admin.

- **Feedbacks on-the-go** - Be a bridge between the class and IL (and PM) to communicate feedback and class needs during the module.