DEPARTMENT WELCOME WEEK EVENTS: GUIDE FOR DEPARTMENTS

Helping your new students to feel that they belong to their department

Departments are encouraged to run a series of events during Welcome Week that provide students with the opportunity to:

1. Get to know other new students
2. Meet their Personal Tutor
3. Meet their Peer Mentor
4. Meet their departmental administrators

Students tell us that relationships with people in their department are crucial throughout their studies. Fostering these relationships during Welcome Week should help new students to start to engage with their course while also helping them to build confidence to try out at least one other event being run by the University and Students’ Union throughout the week.

Department information should help new students:

i. Know that each department event is compulsory
ii. Know the benefits of attending

All undergraduate peer mentors will also be prompted by the Undergraduate Peer Mentor Team to send personalised emails to their mentees, inviting them to attend their Welcome Events (reminding them of the date and the time). Departments might want to contribute to the content of those messages.

Checklist for each event:

1. Is interactive and informal
2. Is structured to facilitate interaction e.g. ice-breakers
3. Helps students to get to know other students
4. Helps students to get to know at least one staff member
5. Helps students to know the role of personal tutors, peer mentors, and others who provide key support within the department
6. Has a clear focus; not a stand-around event that requires staff and students to make small talk with people that they haven’t met beforehand
7. Provides students with the opportunity to ask questions in a non-threatening environment

Examples of session plans designed to meet the criteria:

- First individual meeting with Personal Tutor
- First group meeting with Personal Tutors
- First group meeting with Personal Tutors and Peer Mentors
- First group meeting with Peer Mentors
Have you considered?

- Designing your programme as a conference event held on one day during the week rather than spread across the week (see Psychology's example below).
- Requiring the tutor group to be part of a department-wide activity that requires them to compete against other tutor groups? This might be loosely based around a theme that is related to the discipline.

For more information about:

a. the logistics, contact the Registration and Graduation Office: registration@essex.ac.uk
b. planning interactive sessions and involving staff and students, contact the Student Engagement Team: studentengagement@essex.ac.uk.
DEPARTMENT OF PSYCHOLOGY WELCOME DAY
FOR FIRST YEAR UNDERGRADUATES

TUESDAY 29 SEPTEMBER 2015

10am – Meet your Peer Mentor and Personal Tutor (meet in Essex Business School foyer)

Meet your Peer Mentor and your Personal Tutor, who will help to guide you throughout your studies. This is a great chance to ask any questions and find out some more detailed information about your time here at Essex.

11am - Welcome Talk (Essex Business School, Lecture theatre 2.2)

Introductory welcome talk delivered by Dr Nick Cooper (the year one tutor). Here you will find out lots of useful information about the department and will be introduced to our friendly team of staff.

12 noon - registration

You will be taken over to the Sports Centre to register, please don’t forget to bring your registration documents!

12:45pm - Lunch

Enjoy a buffet lunch provided by our department, also an ideal opportunity to socialise and network.

1:30pm-3:30pm - induction activities

This part of the day is divided into two sections, you will be guided in small groups by your Peer Mentor.

Psychology poster exhibition, library and the Silberrad Student Centre tour: get to know your way around our exciting new Silberrad Student Centre and find the psychology section in the library. You will also have the opportunity to see our third year student’s final year project poster displays and chat to postgraduate students in room 2.722/2.720.

*Departmental tour and photos*: you will be brought over to the Department of Psychology for a special guided tour. You will also have your student photo taken, so please ensure you are camera ready!

3:30pm - The Psychology society (optional activity)

Come to room 2.722/2.720 in the department and hear all about the psychology society, which is open to all of our students to join.