

StudentShapers projects: a quick start guide

Welcome to the beginning of your StudentShapers project. This gives you a quick aide memoir of things to think about when beginning the project.



The first steps

- Start a project by thinking about some of the ideas around working in partnership, and the values this brings, whilst also establishing appropriate expectations.
- Decide on personal goals for the project, ways of working and timelines, and revisit and adjust these as needed.
- Think about the idea of expertise, and share perspectives on who will contribute what expertise to the project – emphasise the mutual learning process
- Listen more than talk. Establish early on that dialogue is essential. Pose open questions. Be creative in responding to them.
- Take time in a project to reflect on, and nurture the collaboration, so that the partnership process becomes a learning process for all.
- Be flexible to change and share responsibility for changes in direction so that project outcomes become co-owned, and this becomes a powerful way to build longer term student agency.
- Take seriously what partners say through ongoing negotiation and dialogue while also sharing your thinking based on your expertise.

Bursaries

- You will receive an individual email confirming your bursary payment schedule. Different students might receive payments on different schedules, even for the same projects, due to internal budget controls etc – but we have tried to spread them across your project wherever possible.

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- You should receive bursary on the 7th of each month (unless the 7th falls over a weekend in which case you will receive it on the preceding Friday)
- If you have any problems with receiving your payment after checking your account, in the first instance please contact the StudentShapers Coordinator, Bryony Markwick, directly (b.markwick@imperial.ac.uk).

Dates, times, location

All projects will have a start and end date – within this there is scope for flexibility subject to discussion between staff and student partner(s) about how you contribute and engage in the project. ‘Full time’ weekly bursaries assume a Monday to Friday engagement that equates to roughly 9am-5pm day with a break for lunch. But this is only a starting point from which an equivalent engagement can be agreed. This could vary from day to day or week to week and may be dependent on things external to the project, or indeed the ‘twists and turns’ of the project. So long as there is open communication and agreement around this, that is fine. Term time projects of half a day per week equate to roughly an afternoon, or 3 hours of engagement per week.

You should also consider where and how you will engage in the project and what online tools you might also use to collaborate. Again, there may be variability and scope for flexibility with this. Discussions between staff partners are key at the outset to plan how you will do this.

Any questions?

If there is anything you are not sure about or want to ask any questions please don’t hesitate to get in touch with the StudentShapers office, probably via email in the first instance.