

Student Conference Activity Report Guidelines

Purpose

The Student Conference Activity Report details the student's participation in a UniSQ-funded conference or activity, as well as the skills and knowledge gained. It helps the University understand the activity's impact on students and the wider community.

Submission Requirement

Students are asked to submit, as a minimum, a report within two weeks of attending the activity. The report will be presented at the next Student Senate meeting for review and discussion.

Creativity is encouraged when reflecting on the student experience and learning with students encouraged to explore providing both a written and visual (image and video) representation of their attendance.

Report Content:

Using the Student Conference Activity Report template in Appendix 1 as a guide, students are encouraged to provide a written and visual submission of their time at the activity and their learning.

Format and submission guidelines:

- The report should be typed and formatted professionally.
- Length: maximum 500 words.
- Include any relevant citations or references.
- Please send the report electronically to representation@unisq.edu.au.

Deadline

- Reports should be provided within two weeks of the activity's conclusion.

Important Considerations

- Clarity and coherence in writing.
- In-depth reflection and analysis.
- Practicality and relevancy of the recommended action plan.
- Consistent with the University's mission and values.
- Follow submission requirements and deadlines.

This guideline aims to promote thorough documenting of activity experiences and to facilitate effective integration of learnings into the University community. Your participation and contribution are valued, and we look forward to reading your insightful report.

Appendix 1

Student Conference Activity Report

Activity Date:	[Click to select Date]
Activity Attended:	[Meeting room]
Student:	[Click to add Name]

Introduction:

- A brief overview of the activity attended.
- The purpose of participation.

Key Learnings:

- A summary of the key themes, discussions, and presentations covered at the activity.
- Identifying key learnings and insights.

Application to the University:

- Explanation of how the knowledge and skills gained may be applied in the University environment.
- Specific strategies for incorporating conference learnings into academic pursuits, extracurricular activities, and campus projects.

Impact Assessment:

- Assessing the possible impact of applying activity learnings within the university community.
- Benefits anticipated for fellow students, staff, or the university community.

Reflection:

- Personal reflections on the overall conference experience.
- Personal development insights, challenges, and lessons learned.

Recommendations:

- Suggestions for future participation by students at similar conferences or events.
- Recommendations to improve the university's support for student participation in educational activities.

Visual Reflection (Optional)

- Images/video of attendance that are representative of the student's attendance at the activity.