Appendix Two

Sample Introduction Email (Department Reps)

Hello \_\_\_\_ ,

My name is \_\_\_ and I am the Department Rep for (Insert Department Name).

I wanted to reach out to say a virtual hello and introduce myself.

My role as an elected Department Rep is to gather departmental feedback from students and use this to improve the student experience within the department.

I also sit on the Student Life Council where I raise student concerns and discuss solutions with other students. I have a good working relationship with the Academic Officer, Kieran, and keep him updated on any feedback I gather.

I will be attending departmental meetings in which I could bring the student voice and feedback any updates back to you. Let me know if this is something you think I should bring to the meetings.

I look forward to working with you throughout the year.

Many thanks,

\_\_\_\_\_\_\_\_\_\_\_