SAP example application

Student Partner Application

1. Review the Students as Partners grant details on the library website
2. Find and confirm a staff partner for your project
   a. You can choose your own staff partner or
   b. View our interested staff partner list on our library website, or
   c. Email us directly at sapprojects@uts.edu.au for help to find a partner for your area of interest
3. Complete and submit this form to sapprojects@uts.edu.au by 9am Monday 28 April 2025.

If you have any questions, refer to the FAQ page or email sapprojects@uts.edu.au.

Click on library website link to read further information on the grant, staff partner EOI list and key dates.

Project Focus Areas
We're looking for student-led projects that aim to create positive change at UTS in the following areas:
- **Assessment practice.** How your knowledge and understanding of class content is tested e.g. sit-down exams, practical exams, take home essays.
- **Teaching practice.** How lecturers and tutors teach you e.g. lectures, seminars, flipped learning.
- **Policy and process review.** How rules and systems at UTS are applied to students e.g. enrolment, special consideration, timetabling.
- **Academic support.** Academic help offered to students outside of the classroom e.g. writing skills workshops, referencing guides, digital skills, peer learning groups.
- **Inclusivity in learner engagement.** How diverse learner needs are supported in the classroom e.g. neurodiverse students, students from non-English speaking backgrounds.

The following project focus areas are part of our UTS student experience framework. These aims were selected to support and improve the student experience within and beyond the classroom.

Project Selection Criteria
Project proposals will be assessed on their:
- Potential impact on improving the student experience.
- Feasibility of project to meet outcomes within grant timeline and resources.
- Sustainability of project outcomes beyond the grant period.
- Partnership process and outcomes within the project.

Ensure your proposal responds to the following criteria as you will be assessed against it.

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Please fill in the below:

Group (2-3 students) or individual project? Group projects receive up to $10,000 Individual projects receive up to $5,000	Group

Specify what type of team project it is

Student details (Maximum 3 students. Each must have completed 6 months at UTS)	Student name	Student ID	Student UTS Email Address and Mobile Number	Student Type
	Jane Doe	478653	Jane.Doe@student.uts.edu.au 0479154788	Undergraduate
	Miguel Sanchez	467834	Miguel.Sanchez@student.uts.edu.au 0415257718	Undergraduate
	Jennifer Nguyen	489675	Jennifer.Nguyen@student.uts.edu.au043 5735451	Undergraduate

Staff partner details	Staff Name	Title	Unit	Contact Email Address
	Sana Singh	Specialist	Design and Architecture Building	Sana.Singh@uts.edu.au

Provide staff and student partner details

Project focus area
Academic support

Refer to project focus area on the first page

Project title
Digital Literacy Project

Create project title that clearly captures the project idea/aim

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Describe the project output, outcomes and how they will potentially improve the student experience (500 words)

Digital Literacy is not merely a skill but a necessity in today's technological climate. The Digital Literacy project aims to enrich students in a digital learning space by creating an accessible pool of resources and services catered to their specific subject. These resources will be streamlined into the existing Canvas platform as a separate library tab. Using our personal experience as DAB students, we will focus the project on the DAB faculty. A shared gap we have noticed is the lack of academic support in developing foundational skills in design software's and assignment skills (presentation, portfolio, assignments). While certain subjects and courses may offer introductory courses to certain software's, there is still an expectation for students to have some base knowledge in their first year. These resources will be catered for all students across all years as we will cover skills that can continuously be improved upon.

We aim to create video resources shared within this library that all students can apply to their work. An example of the shared resources we can create include video demonstrations on 'How to make and present an effective and engaging presentation', 'What to include in your portfolio' and more. We will also include videos and links to services such as LinkedIn Learning as there is an array of introductory courses that students are unaware, they have access to. By holding focus groups within different DAB degrees, we can gather what common gaps are needed to support the students in their studies. We also plan to interview academics and UTS support services such as HELPS to further learn more about the student experience and needs.

As a result, we hope to create many readily available educational videos that tutors can access and share to their students through the Canvas library that will greatly improve the student learning journey experience. By creating and streamlining an abundant pool of essential skill resources, students can devote more time to the creativity and design of their work rather than spending a large amount of time on learning the software functions. These important skills gained through a digital space will also improve the student's professional development experience as they are equipped with various of strategies and knowledge required in the professional world, enhancing employability prospects.

Brief description of project

Your selected area of focus and what issue you are addressing

Describe what type of project outputs will be produced. E.g. a recommendation report, video, module, workshop

What will the potential outcome be of your project, and how this will improve the student experience

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Once your grant project is completed, how do you propose your outputs and/or outcomes will be embedded at UTS? E.g. Where and how it will be incorporated into UTS processes, how will outputs be managed, any wider benefits for the UTS community. (200 words)

The Digital Literacy project can be embedded through the Canvas platform as a resource bank for DAB subjects and accessed by tutors to share to students where they see fit. We hope these outputs will be managed, maintained and updated by staff from the DAB faculty and slowly evolve to cater specific needs of different faculties. We are also open to have these videos housed on other UTS approved sites as long as students can access them through quick links on their Canvas page.

The wider benefit our Digital Literacy project will create is that we will not only help with a student's learning development but also support tutors. As tutors are faced with a multitude of common questions and inquiries throughout their teaching, the created resources can help ease their support of students. For example, if they notice a commonality in the lack of student's presentational skills (verbal, visual), they can share a resource video with the students on their expectations of giving and creating a presentation. By ensuring students foundational skills are developed, this allows the tutors to then focus on the content of the work rather than being distracted by disparities in the content and visuals.

Where your project outputs will be delivered (platform, faculty). Who will manage it and how will the outputs be maintained.
Discuss with your Staff partner on how to potentially embed your project into UTS processes.

How else can your project support the wider UTS community?
(alleviate/consider certain faculties/roles)

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Project and Budget Management Timeline

Please provide information about:

- **Project deliverables**: including all expected outputs e.g. workshops, student journey map, review findings
- **High-level timeline**: When will you perform key activities within the project?
- **Project costs**: Including team member wages and any additional costs e.g. materials for a workshop.
    - Student time should be estimated at gross hourly pay of $47.40 (estimated hourly cost = base pay rate + on-costs). Note: On-costs include superannuation, workers compensation and payroll tax.
    - Individual projects estimated at 100 hours of work and group projects estimated at 200 hours of work.
    - No subcontracting allowed to other members/services outside of group members.

Project Deliverable	Delivered by	Cost
Create project plan	20th June	10 hours: $474
Data collection, survey, focus group and interviews – DAB students, academics	8th August	20 hours: $948 $20 x 10 voucher incentives: $200 Workshop catering: $200 $30 workshop materials: post-it notes, flipcharts etc
Progress report	22nd August	15 hours: $711
Content preparation of training modules (writing, filming, editing)	26th September	60 hours: $2844 Adobe subscription: $21.99/month
User testing	17th October	35 hours: $1659
Evaluation based on user testing	7th November	20 hours: $948
Final report and presentation	24th November	40 hours: $1896
Total Cost:		$9931.99

Costs to include:
- Estimated hours expected to work (add all group member hours together)
- Estimated hourly pay rate= $47.40
- Resource estimation (workshop supplies, subscriptions, catering)
- Add total cost at the end, make sure it is within your chosen budget ($10,000 for group, $5,000 for individual)

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Confirm your commitment to your student and staff partner team by signing below:

Signed by the Student partner:

Signature of Student partner

Jane Doe

Name of Student partner (please print)

18/04/25

Date

Signed by the Student partner:

Signature of Student partner
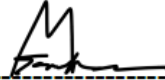
Jennifer Nguyen

Name of Student partner (please print)

19/04/25

Date

Signed by the Student partner:

Signature of Student partner

Miguel Sanchez

Name of Student partner (please print)

20/04/25

Date

Signed by the Staff partner:

Signature of Staff partner

Sana Singh

Name of Staff partner (please print)

22/04/25

Date

By signing the application, this ensures all members have approved their involvement to the project, have discussed, and read the proposal application.

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