**COMMUNICATING WITH COURSE CO-ORDINATORS**

The following examples provide a basic guide for how to communicate your needs as an elite athlete to course co-ordinators. Take particular note of the order in which information is provided and the language used. Course Coordinators field over 145 emails a night during the early part of the semester in particular.

The more you can demonstrate you have been proactive in finding a solution and respectful in your writing, the more academic and professional staff are likely to address your needs in a timely fashion and support you.

The yellow highlighted areas need to be updated with your information or deleted because they are sign posted for your attention. **Please take off all the highlights and re-read your emails carefully BEFORE sending.**

**BASIC INTRODUCTION**

Use this type of email to introduce yourself where you have not identified any need for support at this stage. This is just an ice breaker.

Dear [insert full title of Course Coordinator],

My name is [insert name and student number] and I am enrolled in course [insert course code] in this semester.

I am an elite student-athlete in the sport of [insert sport] and have been approved for elite athlete status by the Academic Registrar for this semester. Please find attached confirmation of this for your records.

During this semester I will be [insert details of your training and competition commitments so they understand what you are juggling as an elite athlete with study]

I have perused the assessment requirements for this course through the electronic course profile and have compared this to my sporting schedule. In the event my sporting schedule changes I may request support to manage attendance and assessment tasks. I will use the documented UQ processes in a timely fashion if identified and will remain diligent in keeping up with all course work.

I am looking forward to commencing [insert course code] and working with you during the semester.

Thanks in anticipation of your support.

Kinds Regards

[insert name and student number]

**REQUESTING SUPPORT**

Use this type of email where you have identified you will need support as a result of identified clashes with training or competition commitments.

**EXAMPLE 1**

Dear [insert full title of Course Coordinator],

My name is [insert name and student number] and I am currently enrolled in [insert course code] for this semester. I am an elite [insert sport] and have approved elite athlete status from the Academic Registrar for the semester. I have attached confirmation of this approval for your records. I am writing to seek your advice in managing my study commitments during this time.

I have been selected to attend the National [insert sport] Championships in [location] from [date] and will be returning to Brisbane on [date]. At this event I will be vying for national title/s and the opportunity to trial for the Australian team. As part of my preparation for the Nationals I am currently down in Tasmania training with the Tasmanian Institute of Sport. As a result I will be absent for the first 3 weeks of semester.

I have looked at the assessment schedule in the ECP, and have identified I will be absent for some of the due dates for the course. These include:

**Laboratory Workshops** (use the title of the assessment task in the ECP unique to your course)

From what I can see, I will be missing one, and potentially 2, of the laboratories for this class. Would it be possible for me to do these once I get back and submit the assessment accordingly? Another option is that I ask the University of Tasmania if they have the facilities and would be able to let me do the laboratories down here. Your advice on the above would be greatly appreciated.

Many thanks for your time and support of my requests.

Kind Regards,

[insert name] - [insert student number]

**EXAMPLE 2**

Dear [insert full title of Course Coordinator],

My name is [insert name and student number) and I will be undertaking your course [insert course code] this semester. I am an elite [insert sport] and have approved elite athlete status from the Academic Registrar for this semester.  Please find attached confirmation of this approval.

I am emailing you to advise I will be competing at the upcoming Australian [insert sport] Championships in Penrith from 12-20th March which represents a small part of week 2 and all of week 3.  At this competition I will be vying for a national title and the opportunity to trial for the Australian team.  The preparation and racing schedule during the week will leave minimal time to complete university work.  I will however work to complete my study workload in the lead up to the event.

I have perused the electronic course profile and have identified tutorial questions that are due at 8am on the Monday of week 3 and an assignment due at the beginning of week 4.  I offer the following as a solution to manage this however I would welcome your feedback and advice on this.

**Tutorial Concept Questions** (use the title of the assessment task in the ECP unique to your course)

As I will be unable to submit a hard copy of the tutorial questions on Monday of week 3 is there scope to request an extension so that I might submit them during week 4? I understand I will need to follow the UQ procedures to request an extension for this however your advice on this is greatly appreciated.

**Assignment – Heat Transfer Assignment 1**

In regards to this assignment due during week 4 I would look to request an extension for this task due to my [insert sport] commitments in the lead up to and during the Nationals.

Many thanks for your time and support to my requests.

Regards

[insert name]

[insert student number]