

Student Support Services

Job Description: Supplemental Instruction (SI) Leader

Description of Supplemental Instruction (SI):

Supplemental Instruction is an academic assistance program that utilizes peer-assisted study sessions. SI leaders are students who have previously done well in the course and can share relevant information, course content and study skills with other students. They act as model students by attending all class lectures and taking notes and then hold SI sessions which are regularly-scheduled, informal review sessions in which students compare notes, discuss readings, develop organizational tools, and predict test items.

SI Leader Qualifications

- Junior or senior standing is preferred; sophomores considered.
- An overall GPA of 3.0 or above is required
- A grade of 3.0 or above in Psychology 101 is preferred.
- Good interpersonal and communication skills (to be determined by the SI supervisor) are required.
- Psychology major or minor is preferred, but not required.

Benefits

- The SI Leader is paid a total of \$1,200 a semester for working 7-10 hours a week.
- If interested, the SI leader can also tutor students who are unable to attend SI sessions. Tutors make \$8.50/hr.
- SI leaders strengthen their own academic skills in the subject area while practicing communication skills.
- SI leaders can enhance their resume with skills obtained working with the SI program!

Primary Activities

- Attend all class meetings of the selected course, take notes, do homework and read all assigned materials including text(s) and supplemental readings.
- Conduct at least two to three 50-minute study sessions per week throughout the terms using strategies learned through the SI leader training.
- Meet bi-weekly with the SI supervisor for debrief sessions.
 - Discuss observations of the SI sessions.
 - Discuss the creation and use of SI sessions handouts.
 - Discuss the planning of SI sessions and use of a wide variety of learning strategies.
 - Notify supervisor about problems or potential problems.
- Meet bi-weekly with course instructor.

Secondary Activities

- Provide extra SI sessions and/or marathon sessions as necessary (e.g., prior to examinations).
- Provide handouts for use during SI sessions.
- Ascertain course requirements and maintain contact throughout the term with course professor or designated representative.
- Other duties as assigned by the SI Supervisor.

Maintenance Activities

- Complete necessary personnel paperwork.
- Attend SI leader training prior to the beginning of each term.
- Work with the SI supervisor to select appropriate times and scheduling of SI sessions.
- Make periodic announcements about the availability of the SI sessions to the students.
- Ensure that initial SI survey, midterm SI Feedback Survey and End-of-Course surveys are distributed and assist with data analysis.
- Collect attendance data for every SI session, including student names, course title, date and time of session.
- Assist SI supervisor in the preparation of end-of-term reports and other reports as requested.
- Maintain a professional attitude about matters such as class-standards, grades, and student complaints.
- Provide your SI supervisor with an up-to-date schedule of your SI sessions.
- Notify your SI supervisor in advance if you cannot conduct an SI session as scheduled.
- Maintain regular working hours.