

Supplemental Instruction Leader Responsibilities

Qualifications

1. A consistent cumulative GPA of 3.0 or above is required.
2. An A grade in the selected or similar course is required (on rare exceptions we will allow individuals with a B if the instructor recommends them). It is preferred (but not required) for you to have taken the class from the instructor you will be working with.
3. Good interpersonal and communications skills.

Main Responsibilities

- Go to every class meeting for the assigned course, take notes, and read all assigned materials (including textbooks and extra readings).
- Lead at least two 50-minute study sessions each week using strategies learned in SI Leader training.
- Meet regularly with the SI Supervisor to talk about:
 - What is happening in SI sessions.
 - How handouts and activities are being used.
 - Plans for future sessions and different ways to help students learn.
 - Any problems or challenges in the sessions.

Secondary Responsibilities

- Lead two-hour test prep sessions before exams.
- Create or share extra study materials for use in SI sessions.
- Stay in contact with the course professor (or their representative) during the semester.
- Meet with other SI Leaders and staff at scheduled meetings.
- Attend SI Leader training at the start of each term.
- Help the SI Supervisor with training new SI Leaders.
- Work with the SI Leader to set session times and locations.
- Make announcements to students about upcoming SI sessions.
- Hand out surveys and help collect and review student feedback.
- Take attendance at every session, recording student names, course, date, and time.
- Help the SI Supervisor prepare reports at the end of the term.

Professionalism

- Always act in a professional way.
- Be a good role model for staff, students, and others.
- Keep the SI Supervisor updated on your SI session schedule. Let the SI Supervisor know in advance if you cannot hold a scheduled session.