



## SI Leader Expectations

- **Time Commitments:** You should not work more than 11 hours in a week without first obtaining approval from the Supplemental Instruction Supervisor.
  - This time includes
    - **Attendance in course lectures.** You are required to attend every lecture for the course you are supporting with Supplemental Instruction. If there are multiple sections you are required to go at least as often as one student enrolled in the class would go. You are only paid for one section.
    - **SI Sessions.** You will facilitate 3 hours of group study time. This can be 3 1-hour sessions or 2 1.5-hour sessions (determined by supervisor).
    - **Preparation.** You are paid to prepare for your sessions. You are required to create worksheets and games for your sessions.
    - **Meetings.** You are required to meet with your professor and supervisor once a week, each for 30 minutes.
- **Training:** You must complete the training set forth by the Supplemental Instruction Supervisor to remain in good standing with the Learning Center. If you are unable to attend a training session, it is your responsibility to schedule a time with the Supplemental Instruction Supervisor to make up the meetings.
- **Confidentiality:** You may have access to confidential information such as grades, student records, test results, student's progress in class, and similar data. All of this information should be kept confidential. Any information or concerns related to students should only be discussed with the SI Supervisor.
- **Be A Guide:** One of the golden rules of SI leaders is not to do a student's work for them, but rather be a student's guide in the learning process. As a student's guide, you should teach and model appropriate study strategies such as note taking, test taking, and textbook reading skills. You should not give students any personal notes, but rather guide them through appropriate note taking techniques. Additionally, you should not look at a test prior to test administration. You should walk the students through how to anticipate test questions without prior knowledge of the test.
- **Student Assignments:** You should remind students to be prepared for SI sessions. This means reading the textbook, studying notes and creating a list of questions for the group.
- **Maintain Communication:** Communication is an essential skill for SI leaders. It is important for you to post SI session times for students on Blackboard or on a course website and announce them in class. In addition, communication with the course instructor as well as the Learning Center Staff is key to program success.
  - You should check and respond to your emails daily, as well as return voicemails in a timely manner. You should also check the SI Blackboard site and office mailbox.
  - Any requests or cancellations need to be submitted to the SI Supervisor at least 24 hours in advance.
- **Professional Conduct:** Developing appropriate relationships with the students in your SI sessions is essential for the success of the group. However, the associations you have with students should always remain both professional and educational, both for the integrity of the SI program, as well as your own personal wellbeing and safety.
  - In an effort to protect your time and space, it is the Learning Center's policy that SI leaders not give students their personal phone number. Similarly, the Learning Center will not provide your personal phone number to anyone calling the Learning Center. You may communicate with students via e-mail.
  - You are responsible for keeping accurate records of student attendance. You will record attendance during your meeting with your supervisor.