Supplemental Instruction (SI) Leaders
Academic Support Center

The SI leaders are Academic Support Center Student Employees who report to the SI Coordinator. Study sessions are led by SI Leaders who have excelled in or tested out of the targeted course(s). SI leaders attend course lectures, participate in classroom activities, and even take course exams. During the study sessions, they teach learning and study strategies while working with students to interpret what has been read or heard, generate new ideas, and put content-related concepts into perspective. What SI leaders do NOT do is re-lecture or go beyond the content covered in class. SI leaders are charged with the following responsibilities:

Training Responsibilities

- All SI Leaders are required to attend training prior to the beginning of the semester.
- SI Leaders are required to attend all scheduled meetings with the SI Coordinator throughout the semester.

Class Responsibilities

- Attend all class meetings, take notes, complete homework, and read all assigned materials.
- Sit in a different seat for each class meeting (unless this practice is not allowed by the instructor of the class).
- Make weekly announcements to the students at the beginning or end of class about SI session(s).
- Solicit input from your SI Coordinator/Faculty with the creation of worksheets and handouts for the students.
SI Session Responsibilities

- Conduct at least two one-hour study sessions each week.
- Prepare for the SI sessions by reading required material, working problems when applicable, creating handouts, and organizing course material.
- Provide extra SI sessions and/or marathon sessions as necessary.
- No homework or graded projects may be worked on during SI sessions without the approval by faculty.
- Record and submit SI session attendance data electronically.
- If no students show for a session the SI leader is required to stay for the entire hour.

Evaluation Responsibilities

- The SI Coordinator will observe and evaluate the SI Leader during the academic semester.
- SI Leader will complete a self-evaluation each semester to assess their performance as an SI Leader. The results will be discussed with the Coordinator.

Other Responsibilities

- Maintain a professional attitude. Keep matters such as class standards, grades, and student complaints confidential.
- Professional behavior and appropriate dress are expected of SI leaders at all times.
- Study sessions are not offered on University holidays or when the University is closed due to inclement weather. If the University is open and weather conditions prohibit safe travel to your SI session, contact the SI Coordinator.
- Time sheets must be completed and turned in to the SI Coordinator by noon on every other Friday as indicated on the pay period schedule. Failure to do so will result in not getting paid until the next pay period.
- Have fun!