Supplemental Instruction (SI) Leader
Job Description & Responsibilities – Spring 2013

Supplemental Instruction is a learning enhancement program which consists of a series of weekly sessions for students taking historically difficult courses. SI sessions are open to all students who want to improve their understanding of the course material, as well as their grades. Attendance is voluntary and offers students a chance to get together with classmates to compare notes, discuss important concepts, and develop strategies for studying.

SI sessions are led by SI leaders, competent students who have previously taken these historically difficult courses. SI leaders attend class with the students, take notes, and complete all class reading and homework assignments. SI leaders help students think about the class lectures and assignments and offer helpful tips that incorporate how to learn with what to learn.

Each SI leader offers three SI sessions per week. SI sessions are held between 5:00-10:00pm Sunday - Thursday (sessions are 50 minutes in length). Please note that courses offered are tentative and subject to change.

Qualifications:

1.) Grade of A in SI course at USC; prior enrollment with the professor who is to teach the selected course is preferred
2.) Recommendation from professor in subject area for which you are applying to be a SI Leader
3.) An overall GPA of 3.0 or above (on a 4.0 scale) is required
4.) Content-competency (to be determined by the course professor) is required
5.) Experience relevant to SI Leader responsibilities is preferred. (i.e. tutoring, serving as peer TA)
6.) Effective interpersonal and communication skills (to be determined by the SI Supervisor) are required

Primary Responsibilities of SI Leader:

1.) Attend all class meetings of the selected course, take notes, do homework and read assigned materials including text(s) and supplemental readings
2.) Conduct three 50-minute study sessions per week throughout the term using strategies learned in SI Leader Training
   a. Develop and provide handouts for participants to use during SI sessions
   b. Provide longer review sessions may be provided as necessary (i.e. prior to examinations)
      i. SI Leaders must receive approval for the session date and time and discuss room arrangements with an SI Supervisor at least one week prior to the date of the revised session
3.) Make announcements during each class meeting about the availability of the SI sessions and the topics that will be covered during the given week
4.) Ascertain course requirements and maintain contact with the professor of the course throughout the term

5.) Submit session plans on Blackboard prior to each session

6.) Attend all bi-weekly staff meetings
   a. Notify SI Supervisor of conflicts as soon as possible
   b. Timesheets will be submitted during bi-weekly staff meetings

7.) Collect attendance data for every SI session using the sign-in sheet template, and accurately enter attendance into TutorTrac after each session
   a. Attendance must be entered by Friday at 5pm each week

8.) Meet with SI supervisor at the midpoint of the semester for a one-on-one check in

9.) Meet with SI supervisor for debrief of observed sessions
   a. Discuss observations of the SI sessions
   b. Discuss the creation and use of SI session handouts
   c. Discuss the planning of SI sessions and use of a wide variety of learning techniques
   d. Promptly notify supervisor about issues encountered or potential problems

Additional/Logistical Responsibilities of SI Leader:

1.) Complete all necessary personnel paperwork
2.) Attend SSC/SI Leader Training, scheduled for the two days prior to the start of classes
3.) Promote the SI program in the classroom and around campus
4.) Maintain confidentiality about matters such as class standards, grades, and student complaints
5.) Model appropriate professional attitudes and behaviors, and serve as a resource to staff, students and other members of the USC community
6.) Hold SI sessions at the days, times, and locations indicated on your SI session schedule set at the beginning of the semester
   a. A schedule request form must be submitted and approved by an SI supervisor at least one week in advance if an SI session cannot be conducted as scheduled
   b. Only special circumstances (i.e. illness or personal emergencies) on a case by case basis will be accepted as valid reasons for requesting a personal schedule change
   c. SI sessions are not automatically cancelled when the instructor cancels a class. If an emergency situation arises the day of an SI session, you must call and speak with the supervisor on duty (leaving a message, sending an email, or a last minute schedule request form is not sufficient).

7.) Complete other duties as assigned by the Coordinator for Supplemental Instruction

Reporting Structure and Remuneration: This position requires approximately 9-10 hours per week, paid hourly at a rate of $8/hr. SI Leaders report to the Coordinator of SI and/or the Graduate Assistant for SI, and will also be in contact with the Assistant Director of Peer Learning.

For more information please contact:
Rachel Brunson, Coordinator of SI, brunsora@mailbox.sc.edu