

SI Leader Job Description

Supplemental instruction is a peer led academic assistance program meant to improve students' academic performance and increase retention. SI leaders conduct workshops that allow students to improve their understanding of class material in a peer to peer learning environment.

Minimum Qualifications

- Be enrolled as an undergraduate at CSUF
- Maintain an overall GPA of 3.0 or above
- Demonstrate good interpersonal communication skills
- Complete the Calculus sequence (Math 150A/150B/250A) with a grade of B or better (exceptions may be allowed on a person by person basis).
- Availability to attend all scheduled lectures for the course
- Availability to attend weekly meetings
- Available to work 10 hours per week

Responsibilities

Supplemental instruction leaders are responsible for facilitating peer study sessions for their assigned course. Their primary responsibilities are:

- Attend all scheduled lectures for the course
- Take notes
- Complete all the assigned homework
- Be a role model for good student behavior
- Actively advertise supplemental instruction throughout the semester
- Prepare for SI sessions
- Preparing a different worksheet for every session
- Complete any necessary reading/homework to make yourself knowledgeable
- Integrate course content with active learning skills
- Facilitate three 50-minute (or two 75-minute) SI sessions per week
- Guide students through course content related worksheets or activities
- Schedule review sessions before tests
- Engage students in active learning strategies such as review games
- Attend meetings
- Attend any and all training sessions
- Attend weekly meetings
- Additional administrative duties
- Turn in all required paperwork on time and complete
- Turn in timesheets on time and keep track of hours accurately
- Maintain a professional attitude at all times

- Notify supervisor and students in advance if you need to reschedule or cancel an SI session
- Collect data at the end of the semester for program evaluation

Benefits of the SI program

- Paid professional opportunity to help other students succeed
- Build relationships with other SI leaders and students enrolled in the course
- Build rapport with instructors, program coordinator, and director
- Develop skills in being a facilitator of learning
- Great experience to discuss during interviews and to put on your resume

FAQs

Q: Do I have to teach class or grade papers like a TA?

A: No. This position is completely different from a TA. You should never have to lecture or grade any papers. You are only responsible for facilitating the 3 review sessions per week.

Q: Do I get to choose which class to SI for?

A: You will indicate your preference as to which courses you would like to SI for. We assign SI leaders to courses on a seniority basis. It is not a guarantee that you will receive those courses, but we will definitely work with you and place you in a class you're comfortable in.

Q: What do my 10 hours consist of?

A: 4 hours will be dedicated to attending your specific associated lecture class per week.

3 hours will be dedicated to facilitating workshop sessions. These sessions will be held at the same time and place every week.

1 hour will be dedicated to weekly meetings

2 hours are dedicated to session planning. These hours are completely flexible and up to your discretion.