



# KEEP THIS PAGE FOR YOUR RECORDS

### **Program Overview:**

- The Supplemental Instruction Program's mission is to increase student success, retention, and persistence rates in traditionally difficult courses.
- The program's goals are (1) to provide organized study sessions, led by a qualified, experienced tutor, so that students may better learn the material presented in class; and (2) to create a community of learners who learn as much from the SI Leaders as from one another.
- The SI Leader is the "model student," a facilitator who helps students to integrate course content and learning/study strategies.

### **Job Duties:**

- Act as a model student in the classroom, taking notes, quizzes, and tests as needed, and becoming familiar with course requirements and assignments
- Work well with professor/students
- Articulate the goals and methods of the SI program to the students
- Aid the instructor in facilitating class discussions as needed
- Meet weekly with the instructor to discuss course content and student progress
- Plan for and conduct weekly sessions that focus on interactive learning through collaborative learning, Socratic method, and study skills review
- Act as liaison for students to professor
- Promote SI sessions in class
- Meet weekly with the SI Program Specialist for training, support, and evaluation of SI sessions, classroom activities, and completion of weekly paperwork
- Attend monthly SI Program Staff Meetings as requested
- Comply with the policies and procedures of the SI Program
- Complete required surveys and weekly paperwork in a timely, accurate, and thorough manner

### **Minimum Qualifications:**

- A grade of A or B in a prior semester in the SI-subject course
- Overall Grade Point Average of 3.0 or above in all college coursework
- Successful completion of English 68
- Good oral and written communication skills
- Good organization and time management skills
- Ability to think critically, use good judgment, and work well with faculty, students, and staff
- Ability to work independently with indirect supervision
- Faculty approval
- Preferred: at least one full semester of formal tutoring experience

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## Weekly Hours:

Class:	Lecture Hours*
Sessions:	3.0 Hours
Session Preparation Time:	3.0 Hours
Instructor Meeting:	1.0 Hour
<b>Total (Fall &amp; Spring):</b>	<b>10-17* Hours per Week</b>
Total (Winter & Summer):	16-19* Hours per Week

} \* Lecture hours vary by course. SI Training Meetings are in addition to weekly hours (see below).

## Other Job Requirements:

- **TUTR 10C course – Tutoring as a Supplemental Instructor**
  - Introduction to SI with special emphasis on preparing and leading interactive study sessions
  - Must take in the first semester hired. (Offered in fall and spring semesters.)
  - 6-Week course (3rd – 8th week of classes): Saturdays 10:30am – 1:10pm
  - Candidates will be cleared to register upon being offered a position.
- **SI Training Meetings – Throughout the Semester**
  - New SI Orientation: Thursday prior to the start of fall and spring semesters, time TBD.
  - All Tutor Meeting: Friday before the start of fall and spring semesters, 2-4pm.
  - SI Meetings: Fridays during fall and spring semesters, 2:30-4pm, dates TBD.
  - Additional All Tutor Meetings: Fridays during fall and spring semesters, 2:30-4pm, dates TBD.

**Pay Rate:** \$13-\$15 per Hour

## Application Procedure:

- Submit completed application:
  - Pages 1-3 of application (including Faculty Signature – last page)
  - Unofficial transcripts from all colleges attended
  - Optional: letter(s) of recommendation and/or résumés
- Incomplete applications will not be considered until completed.
- Interviews will be scheduled on an as-needed basis.

## Questions?

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Learning Assistance Center  
Tutorial Services  
Building 6, Room 105  
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gponzillo@mtsac.edu



# Supplemental Instruction (SI) Leader Application

Name \_\_\_\_\_  
Last First M.I.

Term for which you are applying:

Student/Employee ID \_\_\_\_\_

(Example: Spring 2017)

Local Address \_\_\_\_\_  
Street Address City State/Zip

Cell Phone ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

Email \_\_\_\_\_

**In compliance with federal law, all persons hired will be required to verify their identity and eligibility to work in the United States and complete the required employment eligibility verification document form upon hire.**

How did you hear about this position? \_\_\_\_\_

How many units will you be taking in the coming semester? (If there is **any chance** that you will take fewer than 6 units, check that option.) 6 or more \_\_\_\_\_ fewer than 6 \_\_\_\_\_

Subject/course(s) you are qualified to lead as an SI Leader: \_\_\_\_\_

If a professor has requested you as an SI, list the name of the professor: \_\_\_\_\_

Field of Study (major) \_\_\_\_\_ Overall GPA: \_\_\_\_\_

Education Completed (check all that apply): AA/AS \_\_\_ BA/BS \_\_\_ BA/BS \_\_\_ Other: \_\_\_\_\_

- 1. Previous SI and/or tutoring experience: (list subject matter, college, department/faculty, dates)  
SI:

Tutoring:

- 2. Other anticipated work: Hours per week \_\_\_\_\_

**TO BE FILLED OUT BY APPLICANT:** List TWO professional references (i.e., professors, past employers, counselors, etc.) who can comment on your mentoring skills/abilities and your ability to be an effective SI.

Name Title Phone Number

Name Title Phone Number





# Supplemental Instruction (SI) Leader Application

(Applicant's name)

(Mt. SAC ID #)

(phone/email)

(Date)

## Availability to Work as an SI

(Semester applying for SI, example: Spring 2017)

**Include availability for class, sessions, preparation time, instructor and training meetings, and TUTOR 10C.  
Be sure to account for travel time, study time, and any other commitments.**

DAY	AVAILABLE HOURS	PREFERRED HOURS
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		

### Subject Approval:

**To be filled out by Mt. SAC faculty or Department Chair**

(In lieu of a signature, an email or letter may be sent to Eva Figueroa with the applicant's name, approved subject level, and any comments.)

### Subjects Qualified to Tutor

Subject-- include <u>level(s)</u>	Comments (quality of work, attitude, communication skills, etc.)	Please PRINT your name, sign, and date below	phone #/ext.