

December 14, 2017

Dear Faculty,

Attached you will find a faculty information sheet and the Spring 2018 SI request form. Please note the important dates below.

Thursday, January 18, 2018	Faculty Requests for SI Due
Thursday, January 25, 2018	New SI Applications Due
Thursday, January 31, 2018	Confirmation of Availability from All Potential SIs
Tues. – Fri., Feb. 20 – 23, 2018	SI Assignments Finalized & Faculty Notified

Best consideration will be given to faculty and prospective SIs meeting the above deadlines. Late SI assignments can be made if funding is available. Also considered for all SI requests are student attendance history and SI application process/SI work history.

Please note that SIs may not lead class in the professor's absence, record attendance/assignments/exams in grade books, grade assignments/exams in or out of class, or perform clerical duties.

You may refer new SI applicants to obtain an SI Application [online](#) or from Tutorial Services. SI candidates must meet the following criteria:

- A minimum 3.0 Overall GPA
- Completion of the course for which they are applying with a grade of A or B
- Good oral and written communication skills
- Additional qualifications as listed on SI Application

Thank you for your support of our program. We look forward to serving your students. Feel free to contact me should you have any questions regarding SI.

Sincerely,

Eva C. Figueroa Morales

Coordinator, Supplemental Instruction Program

(909) 274-4572 | efigueroa@mtsac.edu | 6-105 | <http://mtsac.edu/lac/si.html>

Supplemental Instruction

EFFECTIVE.
SUPPORTIVE.
INTERNATIONAL.

Why should I use SI?

- SIs are trained. They take an SI training course and participate in ongoing professional development.
- SI works. Our data consistently shows that students who attend over 6 hours of SI sessions have higher pass rates and lower drop rates.
- SI is used worldwide. Due to its effectiveness, SI has been adopted by several countries, such as Canada, the U.K., Australia, and South Africa.

Why do students love SI?

- SIs are approachable. They are peers, so students feel more comfortable asking them questions.
- SI makes learning fun. Interactive sessions empower students to grasp course concepts and practice effective study methods.
- SI is for ALL students in a course. Whether students are struggling, excelling, or anywhere in between, all students can benefit from attending.

Can I see your data?

Yes! Both our quantitative and qualitative data consistently show positive results.

	2016-17*		SUCCESS		RETENTION	
	0 Hours	Over 6 Hrs	0 Hours	Over 6 Hrs	0 Hours	Over 6 Hrs
Math SI	65.76%	78.57%	89.73%	95.22%	85.29%	96.76%
Science SI	79.95%	89.27%				

*excluding intermissions

STUDENT COMMENTS:

"SI helped me pass the class."

"Aside from reinforcing/clarifying concepts, everyone who attended became part of a support system."

"I learned better study habits in sessions."

"[My SI] put a lot of effort into SI activities [to make] them fun and interesting. This made me more willing to attend."

How can I support my SI?

- Allow your SI to introduce him/herself and the program to the class and to promote sessions throughout the semester.
- Lend your SI a copy of the course textbook and materials for the duration of the semester.
- Meet with your SI weekly to discuss student progress and session plans.
- Encourage students to attend sessions throughout the semester.

MTSAC.EDU/LAC/SI.HTML

EFIGUEROA@MTSAC.EDU | 909.274.4572 | BLDG. 6-105

Spring 2018 Faculty Request for SI Leaders

Submit this form to Eva Figueroa in 6-105, or email to efigueroa@mtsac.edu by Thursday, January 18, 2018.

Name:	Date:
Email:	Phone/Ext.:
Best form of contact between semesters:	

1) I have read and kept the Faculty Participation section. _____
(Faculty Signature)

2) I would like a Supplemental Instruction Leader in the following course(s):

Course Name	CRN	Max. # Students	Days	Lecture Times*	Room	Requested SI**

3) If you are requesting a new SI Leader, please include comments on his/her subject competence, as well as communication skills, interpersonal skills, work ethic, etc.

New SI Name	Course(s) Qualified to Tutor	Comments

4) May students from other sections of the same course attend the SI sessions? Yes ____ No ____

5) Are any of the above requests part of a learning community? Yes ____ No ____

If Yes, list learning community program: _____

*SIs may not attend lab.

To maintain Tutorial Services' program integrity, it is preferred that SI leaders have a minimum of one semester (excluding summer and winter intersessions) prior drop-in tutoring experience. SI leaders **must complete TUTOR10C, Tutoring as a Supplemental Instructor, in their first semester of employment.

Please Note: Turning in an SI request **does not** guarantee an SI assignment will be made. Multiple factors affect our ability to provide an SI: tutor availability, qualifications, interview screening, budgeting, etc.

OFFICE USE: Date Received _____ SI Assigned _____ Faculty Notified _____