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SI Overview:

- Supplemental Instruction (SI) is an international academic support program that targets traditionally difficult courses with high rates of Ds, Fs, and Ws.
- SI is non-remedial and is for all students in an assigned course.
- SI Leaders are peers who have previously passed the course to which they are assigned.
- SI Sessions are interactive and collaborative study sessions that help students deepen their understanding of the course material and practice effective learning methods.
- SI is different than tutoring because sessions focus on the students working together to find answers to their questions while the SI Leader facilitates the learning process.

Job Description:

- Attend all class meetings with the students
- Act as a model student in the classroom
- Aid the professor in facilitating class discussions or individual/group work, as needed
- Meet weekly with the professor to discuss course content and student progress
- Plan for and lead weekly collaborative study sessions that focus on what to learn with how to learn it
- Market SI sessions to students during class and outside of class time
- Act as liaison between students and the professor
- Attend regular training meetings as requested
- Meet with the SI Program Coordinator and/or SI Mentors as needed for guidance in planning sessions and evaluating sessions
- Submit timely, accurate, and complete paperwork, weekly and monthly
- Articulate the SI program philosophy and policies to students and faculty
- Comply with the policies and procedures of the ASAC and the SI Program

Qualifications:

- A or B grade in a prior semester in the SI-subject course
- Overall GPA of 3.0 or above in all college coursework
- Successful completion of English 68 or above
- Good oral and written communication skills
- Good interpersonal skills
- Good organization and time management skills
- Good critical thinking and problem solving skills
- Ability to use good judgment, diplomacy, and tact
- 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	
Total (Fall & Spring):	**10-17* Hours per Week**	
Total (Winter & Summer):	16-19* Hours per Week	

} * Lecture hours vary by course. 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.

- **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.
    - All Tutor/SI Meetings: Fridays during fall and spring semesters, 2:30-4pm, dates TBD.

Pay Rate: $13.00 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?

Eva C. Figueroa Morales
Coordinator, Supplemental Instruction Program
Academic Support & Achievement Center
Building 6, Room 107
(909) 274-4572
efigueroa@mtsac.edu

Supplemental Instruction (SI) Leader Application

Name _____
        Last   First   M.I.

Student/Employee ID _____

Local Address _____
        Street Address   City   State/Zip

Cell Phone **(** **)** _____ Home Phone **(** **)** _____

Email _____

Term for which you are applying:
_____
(Example: Spring 2019)

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): Some College___   AA/AS___   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 <u>TWO</u> 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

Respond to the following questions:

1) How would you help students succeed in traditionally difficult courses, such as the one(s) for which you are applying as an SI Leader?

2) Briefly describe a difficult academic experience that you've had and how you dealt with it.

3) What do you think are the most important qualities of a Supplemental Instruction Leader?

Application Checklist (Any 'No' answers mean that your application is incomplete. An interview will not be scheduled until your application is completed.)

• If offered a position, I can commit to taking and passing TUTR 10C, Tutoring as a Supplemental Instructor, in the semester I am hired.　　Yes _____　　No _____

• If offered a position, I will be available to attend training meetings on Fridays between 2-4pm.
　　　　　Yes _____　　No _____

• I have attached a copy of my transcripts for **all** colleges attended (unofficial acceptable).
　　　　　Yes _____　　No _____

• I have completed a schedule of available hours for the semester to which I am applying.
　　　　　Yes _____　　No _____

• I have obtained faculty approval for the subject(s) to which I am applying.
　　　　　Yes _____　　No _____

I hereby attest that all information stated in this application is true and accurate.

Signature_____　　Date_____

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 2019)

Include availability for class, sessions, preparation time, instructor and training meetings, and TUTR 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 level(s)	Comments (quality of work, attitude, communication skills, etc.)	Please PRINT your name, sign, and date below	phone #/ext.