November 19, 2018

Dear Faculty,

In order to accommodate faculty preferences as well as meet criteria for program certification, we have made a few changes to our program options. Beginning this spring, we will still offer Supplemental Instruction (SI), but we will also pilot a new academic support option: Embedded Tutoring (ET). We will also continue to offer Study Groups (SGs).

We ask that ALL faculty who request one of our academic support options this spring take the time to review our SI Program Faculty Guidelines. Our guidelines provide details on our three academic support options: SI, ET, and SGs.

Priority consideration will be given to faculty and prospective SIs/ETs/SG Tutors meeting the deadlines below. Late academic support assignments can be made if funding is available. Also considered for all academic support requests are student attendance history, SI/Tutor application process for new applicants, and SI/Tutor work history for returning SIs/Tutors.

Friday, December 7, 2018	Faculty Requests for SI & Academic Support Due
Friday, December 14, 2018	New SI/Tutor Applications Due
Monday, January 28, 2019	Confirmation of Availability from All Potential SIs/Tutors
Tues. – Fri., Feb. 19 – 22, 2019	SI/Tutor Assignments Confirmed & Faculty Notified

You may refer new applicants to our SI Application or Tutor Application. Both applications are also available in the ASAC. All applicants 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 communication and interpersonal skills
- Additional qualifications as listed on applications

Thank you for your support of our program and center. We look forward to supporting your students. Feel free to contact me or Nicee Gonzalez should you have any questions regarding SI or ET. Please contact Peter Beshay with questions regarding SGs.

Sincerely,

Eva C. Figueroa Morales & Nicee Gonzalez
SI Program Coordinator & Project/Program Specialist
(909) 274-6210 | si@mtsac.edu | 6-107 | http://mtsac.edu/si

Peter Beshay
Project/Program Coordinator
(909) 274-4366 | pbeshay@mtsac.edu | 6-104 | http://mtsac.edu/asac

Supplemental Instruction Program

Spring 2019 SI Program Faculty Request

Submit this form to the SI Office in 6-107,
or email to si@mtsac.edu by Friday, December 7, 2018.

1) I have carefully reviewed this packet and the SI Program Faculty Guidelines. I agree to follow to the SI Program and ASAC policies, procedures, and guidelines.

   Faculty Name: _____ Signature: _____

   Best form of contact between semesters: _____ Date: _____

2) Mark your requested academic support option below. Include course information and requested SI/Tutor if you have someone in mind.
   - ☐ SI Leader: (Additional support requested beside class and study sessions) ☐ Drop-In
   - ☐ ET: (Additional support requested beside class)   ☐ Study Sessions   ☐ Drop-In
   - ☐ SG Tutor: (Additional support requested beside study sessions)   ☐ Drop-In

Course Name (e.g., Bio 2)	CRN (Circle double tickets)	Days	Lecture Times	Room	Requested SI/Tutor

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

New SI/Tutor Name	Course(s) Qualified to Tutor	Comments

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

5) Are any of the above requests part of a learning community? Yes ___ No ___
   If Yes, list learning community program: _____

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

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OFFICE USE: Date Received_____SI/Tutor Assigned_____Faculty Notified _____