January 21, 2020

Dear Faculty,

In order to accommodate faculty preferences and to fill as many classes as possible with the limited budget that we have, this spring we are offering Supplemental Instruction (SI), Embedded Tutoring (ET), Study Groups (SGs), and Drop in Tutoring.

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

Please note that due to the high demand of the SI Program and the high volume of requests received, the preferred deadline for priority consideration will be February 7, 2020; therefore, requests received after this date will only be awarded SI or ET support as available resources permit.

Step 1	Friday, January 31, 2020	Confirmation of Preferred Availability from All Potential SIs/Tutors
Step 2	Friday, February 7, 2020	Faculty Requests for SI & Academic Support Due
Step 3	Monday, February 10, 2020	New SI/Tutor Applications Due
Step 4	Mon. – Fri., Feb. 24 – 28, 2020	SI/Tutor Assignments Confirmed & Faculty Notified

You may refer new applicants to our Tutor/SI Application. Applications are also available in the ASAC. 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 orB
- Good communication and interpersonal skills
- Additional qualifications as listed on application

Thank you for your support of our program and center. We look forward to supporting your students. Feel free to contact Gizelle Ponzillo should you have any questions regarding SI or ET for STEM classes. Please contact Peter Beshay with questions regarding ET for Humanities and SGs and John Cárdenas with questions regarding DI.

Sincerely,

The ASAC SI/ ET Program
(909) 274-4300 | asac@mtsac.edu| Bldg. 6, 1st Floor | http://mtsac.edu/si

In-Class Academic Support Faculty Request

*Submit this form to the ASAC front counter,
or email to asac@mtsac.edu by Friday, February 7, 2020.*

1) I have carefully reviewed this packet and the SI Program Faculty Guidelines. I agree to follow the

    SI/ET Program and ASAC policies, procedures, and guidelines.

    Faculty Name: _____   Signature: _____

    Best form of contact between semesters: _____   Date: _____

2) Select as many choices as possible for academic support from the option(s) below. Include course information and SI/Tutor if you have someone in mind:

    □ SI   □ ET   □ SGs   □ DI

Course Name (e.g., Bio 2)	CRN (Circle double tickets)	Days	Lecture Times	Room	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. Faculty recommendation is a requirement of California Ed Code.

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

Please Note: Submitting an academic support request does **not** guarantee that 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 _____