



Supplemental Instruction (SI) Leader Application Form

Position Summary:

A Supplemental Instruction (SI) Leader is a model student who facilitates two weekly peer-led study sessions and supports enrolled in a section of a historically difficult (high D, F, and withdrawal rate) course. SI Leaders report to the Academic Support Center's (ASC) Supplemental Instruction Program Coordinator.

Essential Tasks:

- Attend all class meetings of the assigned course section.
- Attend kick off training (two sessions), mid-semester training (one Saturday session) and weekly SI Leader training (1-hour) throughout the semester (typically Friday afternoons between 2-4 p.m.)
- Plan and facilitate two weekly SI sessions, which are open to all students enrolled in an assigned SI course *section*.
- Maintain attendance records for each session offered.
- Communicate clearly with the Supplemental Instruction Program Coordinator and course faculty regarding session plans.
- Submit session plans, attendance records, and check-in summaries each week.

Qualifications/Special Skills Required:

Given the nature of the courses we support (mostly first year), this is an *undergraduate* student leadership position.

An ideal candidate for this position is an undergraduate student who has received an A or B at RIT for the historically difficult course they are looking to support and has a 3.00 cumulative grade point average. Historically difficult courses are measured by the rate in which students tend to receive high rates of D, F, or W grades.

SI Leaders have excellent listening, administrative and organizational skills, a proven track record of outstanding class attendance and performance, and the ability to communicate effectively with peers, staff, and faculty.

SI Leaders are "model students" who attend every class, take notes, and plan and lead two structured one-hour study sessions each week. SI sessions offer a different approach than what a TA or tutor might. SI Leaders plan and facilitate sessions where *students help each other*.

The idea is to have students build routine study habits with their peers, where they feel comfortable to ask questions and learn through explaining ideas and concepts to each other. Pointing students who are seeking support beyond our group study sessions will be important (for example, the professor's office hours, Teaching Assistants, Tutors, Academic Advisors, and the Academic Support Center).

SI Leaders may serve on a program committee, which usually meets during training. Marketing finds new techniques SI Leaders can use to increase attendance; Recruitment works on finding potential SI Leaders; Social helps to enhance community among staff; Administrative offers feedback and suggestions for new forms and processes.

Timeline:

Applications are accepted and reviewed on a rolling basis year-round. Interviews will be offered to strong candidates whose qualifications and availability match an anticipated vacancy for the upcoming term. Candidates are encouraged to submit a complete application by late July for be considered for fall term positions, and by mid-December for spring term positions.

Please submit a completed application to Stephanie Haynes in the ASC (MON-2080) or via email: sjhiao@rit.edu



Supplemental Instruction (SI) Leader Application Form

Name: _____ University ID: _____

RIT Email: _____ Phone #: _____ GPA: _____

Major: _____ How did you hear about SI? _____

Are you currently employed on campus? _____ If yes, for how many hours each week? _____

Will you be available 4pm-9pm the Sunday before the start of classes for new staff kick off training? _____

Will you be available 10am-4pm the Saturday after the first day of classes for full staff kick off training? _____

Will you be available for *one* hour between 2pm-4pm each Friday for staff training? _____

For staff with a class conflict on Friday afternoons, we anticipate offering one alternate training time.

Please circle which committee would you be most interested in serving on:

Marketing Recruitment Social Administrative

I am confident in my academic abilities and interpersonal skills to be an effective SI Leader for the following courses that I have successfully completed **here at RIT**:

1. _____
2. _____
3. _____
4. _____

SI Leaders are hired on a per term basis. Please circle which semester(s) you are interested and available to work during for during academic year: Fall Spring

On a separate sheet of paper, please provide answers to the questions below:

1. SI is one of the *many* great resources available to students here at RIT. Based on your understanding of the SI model, what unique differences do you see between the role of an SI Leader as opposed to the equally important role of a Tutor or TA?
2. How might your peers and/or faculty describe the qualities that make you a “model student?”
3. What simple advice might you give first year students to help them be successful?
4. Please provide a brief example for **one** of the following:
 - a. A flier you might use to market your SI sessions to students, including the SI Logo above.
 - b. A very basic agenda that breaks down how you would facilitate a 60 minute SI session.
 - c. A mind map or other graphic organizer that shows what SI is all about.
5. How might being an SI Leader contribute to your own personal, academic or professional development?

Please submit this application with a copy of the following information:

- Weekly schedule (*CSH Schedule Maker* <http://schedule.csh.rit.edu/> or Excel). Please note any potential changes.
- Resume with the contact information for one academic or professional reference from RIT (*written letters of reference are **not** expected*)

I hereby attest that all information contained in this application is truthful and accurate.

(Signature)

(Date)

Factors considered during the hiring process include a combination of the grade received in specified course(s) at RIT, term GPA, availability, previous leadership experience, interview, department approval and hours attempted during the academic term, and proof of eligibility for employment from RIT's Student Employment Office.