

SI Leader Duties and Responsibilities

<p>1. SI Leader Training</p> <ul style="list-style-type: none"> • At the beginning of the semester. • Throughout the semester. • Meet with SI staff regularly. 	<p>2. Attend the Targeted Class</p> <ul style="list-style-type: none"> • Introduce yourself to the course Instructor/students. • Ascertain requirements for the course. • Introduce SI to the class. • Continually announce, in class, the SI schedule and room locations. • Write your session dates and times on the board in the classroom where lecture is conducted. • Provide flyers and other promotions to inform students of the sessions.
<p>3. Conduct Sessions</p> <ul style="list-style-type: none"> • Schedule SI sessions. • Plan the session. • Prepare handouts and activities for SI sessions. • Gather necessary materials (chalk, pens, etc.). • Create a way to “open” your session (game, notes review, etc). • Provide closure (quiz, summary, a suggestion for future study). 	<p>4. Integrate Content and Learning Skills</p> <ul style="list-style-type: none"> • Redirect discussion and questions to the group. • Use the language of the discipline. • Integrate how to learn and what to learn • Get students organized and get them started, but don’t do the work for them. • Constantly try new collaborative learning strategies to increase student to student interaction.
<p>5. Collecting Data/Submitting Paperwork</p> <ul style="list-style-type: none"> • Complete student attendance at <u>every</u> SI session • Submit Session Plan, Week in Review, promotions/flyers, worksheets, and attendance sheets. These will be due every _____. • Hard copies of time sheets will be turned in once per month on a designated date. 	<p>6. Support Faculty</p> <ul style="list-style-type: none"> • Meet regularly with the professor. Review with the professor any handouts or worksheets you prepare for your sessions PRIOR to the actual session. This will give the instructor an opportunity to give you feedback, and potentially improve the quality of your handouts/worksheets.