

SI LEADER JOB DESCRIPTION

Revised 1/01

Training

- Participate in required pre-service training before the semester begins.
- Participate in ongoing training throughout the semester.
- Contribute to weekly meetings by sharing handouts, responding to other SI leaders' experiences, problem-solving, etc.
- Second semester SI leaders participate in the planning and implementation of training.
- Observe at least one experienced and one new SI leader in your discipline.
- Meet with SI coordinator once or twice during the semester for processing of observations/evaluations. Use this feedback to implement changes during the semester.
- Evaluate the training experience.

Planning, Teaching and Evaluation

- Meet with professor before the semester begins to discuss SI goals and to determine how SI can best supplement the class.
- Attend all classes, take notes and do all reading or homework assignments.
- Plan the SI semester, setting general (but flexible) goals for reinforcing content and introducing study strategies. Modify SI objectives as needed throughout the semester.
- Plan each SI discussion using appropriate planning sheets.
- Generate clear, coordinated SI and content objectives for each session.
- Organize each session to clearly inform students of its objective.
- Plan meaningful and engaging activities for each session.
- Use effective questioning skills.
- Encourage critical thinking.
- Use a variety of techniques to promote active learning: small groups, writing activities, problems solving activities, presentations, quizzes, etc.
- Pace lessons so as to accomplish objectives while leaving time at the end for summary.
- Evaluate students' learning through a variety of methods.
- Provide a balance between modeling, teaching, practice and feedback.
- Administer mid-term evaluations to get feedback on effectiveness of SI.
- Submit lesson plans (and copies of handouts) to coordinator weekly.
- Work to foster student independence throughout the semester.
- Work to foster increasingly higher-level thinking skills throughout the semester.

Administrative

- In cooperation with the professor, market the SI discussions throughout the semester.
- Fill out and sign time sheets and submit to supervisor.
- Distribute surveys and evaluations to students as needed.
- Work with department to arrange appropriate rooms for SI discussions.
- Collect and report students' attendance at SI sessions.