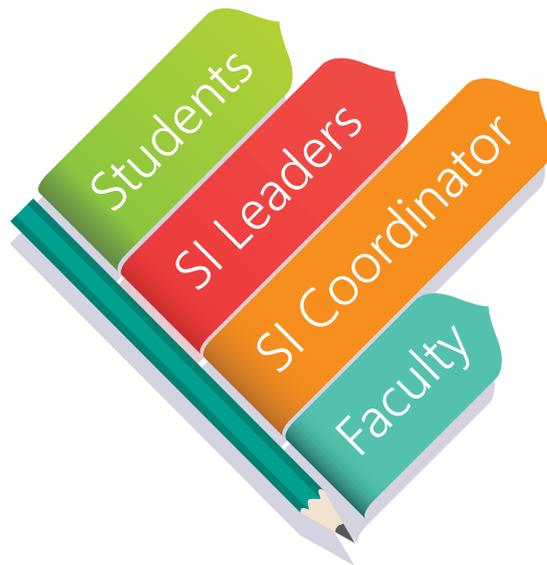


SUPPLEMENTAL INSTRUCTION

Supplemental Instruction Leader **Policies and Procedures**



* This manual was developed based upon the training material from the University of Missouri Kansas City and has been modified to accommodate Moreno Valley College and our diverse population. Moreno Valley College's SI Program is 90% funded through the U.S. Department of Education's Title III/STEM grant project.

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Welcome and Congratulations!

You are now a Supplemental Instruction (SI) Leader with Moreno Valley College (MVC). These policies and procedures are meant to introduce you to Moreno Valley College's Supplemental Instruction Program, as well as help you understand what is required as an SI Leader and MVC employee.

MVC's Supplemental Instruction assigned staff are always willing to assist you with procedures, planning, documenting your work hours, and conducting your SI sessions. Communication with your SI faculty is an essential aspect to the program because they will assist you with making your Supplemental Instruction sessions correlate to the class lecture.

As a Supplemental Instruction Leader, you will have the opportunity to experience academic enrichment and to develop as a professional.



Mission

To increase academic success in historically difficult courses by providing collaborative peer learning experiences that improve understanding of subjects, foster critical thinking, and strengthen study skills through a comprehensive Supplemental Instruction (SI) Program.

Vision Statement

The Supplemental Instruction Program will serve as a bridge for students to achieve their academic goals and share diverse experiences through peer-facilitated collaborative learning.

- Students will strengthen their subject knowledge as they master the content of a course.
- Students will enhance their ability to learn independently and effectively.
- Students will understand concepts, evaluate programs, and develop solutions.
- Students will learn to work cooperatively to understand different perspectives, analyze critically, and apply new skills.
- Students will develop learning skills and strategies that may be applied to other courses.

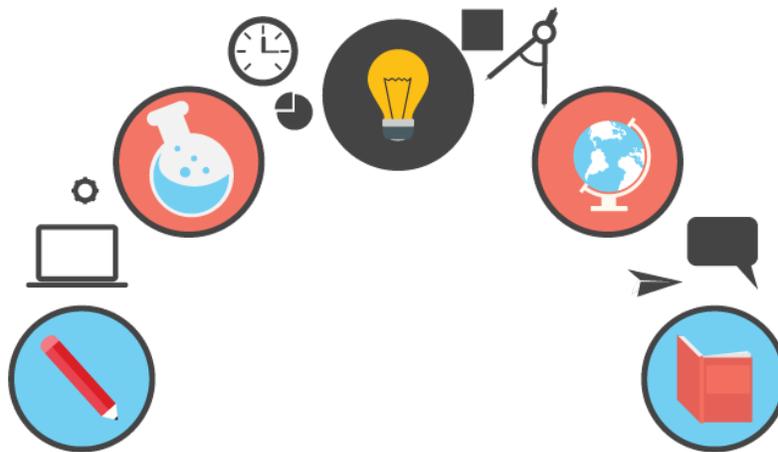
2015-2016 Goals and Objectives

Increase student course success.

1. Increase retention and completion rates in historically difficult courses
2. Work with faculty and students to design effective, interactive SI sessions
3. Provide effective group learning experiences that develop transferable critical thinking skills.
4. Facilitate the development of SI Leaders as role models for critical thinking and academic achievement in their educational and professional careers.

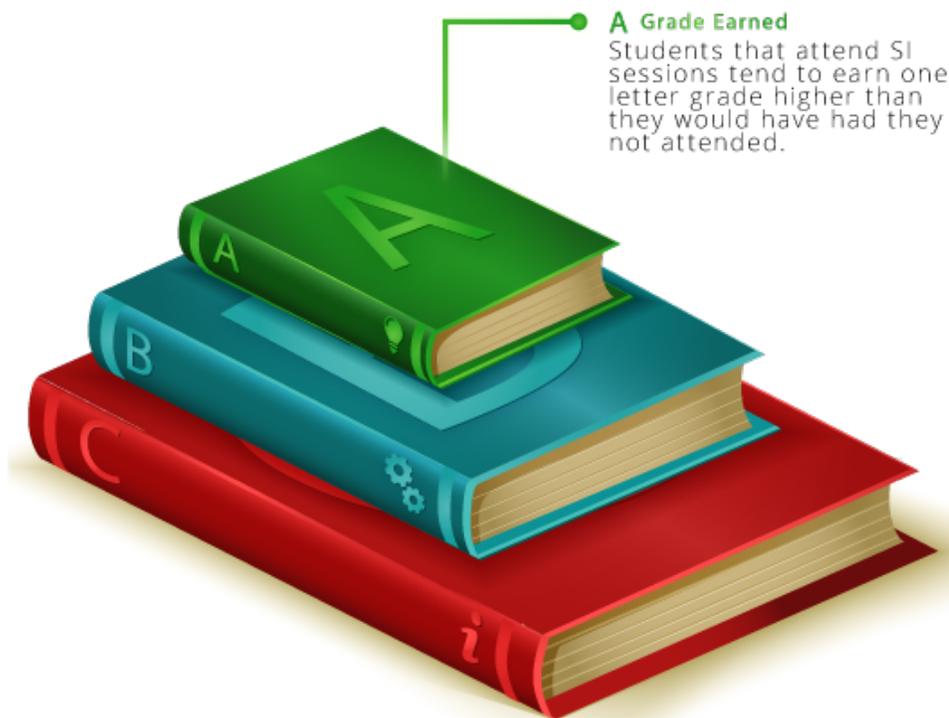
The SI Leader

- Supplemental Instruction Leaders are requested and selected by faculty and have demonstrated competence in the course by earning a grade of “A”.
- Present as model students of the subject. Present an appropriate mode to thinking, organization, and mastery of the discipline.
- All Supplemental Instruction Leaders attend mandatory training prior to the start of each semester:
 - ❖ Instructional strategies aimed at strengthening student performance
 - ❖ Online System (Attendance, data, sessions)
 - ❖ Policy and Procedures
- Supplemental Instruction Leaders attend all lecture class sessions and conduct two or more SI sessions each week.
- Students have the opportunity to become actively involved in the course material fostered by the Supplemental Instruction Leader’s usage of text, supplemental readings and materials, and lecture notes as the vehicle for learning.
- Supplemental Instruction Leaders meet as a group with Supplemental Instruction staff monthly for continued training, problem-solving, and a collaborative discussion on SI.
- Supplemental Instruction Leaders meet individually on a weekly basis with SI Program staff.
- Supplemental Instruction avoids a remedial stigma by focusing on classroom skills rather than individual students.
- While all students may not take advantage of Supplemental Instruction, it does attract an equal portion of students from differing ability levels and cultural groups.



How Students Benefit

- Supplemental Instruction is proactive rather than reactive and passive.
- Students earn higher course grades while they learn effective study skills.
- Supplemental Instruction provides peer collaborative learning experiences that promotes student assimilation into the campus culture.
- Supplemental Instruction benefits from a non-remedial image while offering support to all students enrolled in SI courses.
- Supplemental Instruction makes effective use of study time.
- Supplemental Instruction provides an opportunity for students to develop relationships with other students and staff; an important factor in retention of information.



The SI Program at Moreno Valley College

- The SI program targets traditionally difficult academic courses—those that have a high rate of D or F grades and withdrawals—and provides regularly scheduled, out-of-class, peer-facilitated study sessions.
- Supplemental Instruction does not identify high-risk students, but rather identifies historically difficult classes.
- SI Leaders start the first week of the term. ALL SI sessions are face-to-face and scheduled weekly through the week prior to finals.
- SI sessions are open to all students in the course and are attended on a voluntary basis, free of charge. All SI sessions are face-to-face.
- SI Leaders are key people in the program. They are students who have demonstrated competence in the course that they are leaders in, or a comparable course.
- SI sessions are comprised of students in varying abilities, and no effort is made to segregate students based on academic ability. Since SI is introduced on the first day of class and is open to all students in the class, SI is not viewed as remedial.
- SI Leaders are trained. Training covers such topics as different learning styles, as well as instructional strategies aimed at strengthening student academic performance, data collection, and management details.
- SI Leaders attend all lecture class sessions, take notes, read all assigned material, and conduct two or more 50-minute SI sessions each week. SI sessions integrate “how-to-learn” with “what-to-learn.”
- Students who attend SI sessions discover appropriate application of study strategies, e.g., note taking, graphic organization, questioning techniques, vocabulary acquisition, problem solving, and test preparation as they review content material.
- Students have the opportunity to become actively involved in the course material as the SI Leaders use the text, lecture notes, and supplementary readings as the vehicle for refining skills for learning.
- SI Leaders are requested and selected by faculty. SI Leaders may not self-select and assignments do not roll over from term to term. Assignments are never guaranteed.

- Supplemental Instruction staff are responsible for identifying the targeted courses, gaining faculty support, selection and assisting in the training of SI leaders, monitoring the quality of SI sessions and providing an overall evaluation of the program.
- The SI Leaders meet as a group with SI staff during the term for follow-up and problem solving.
- SI Leaders must use the approved SI attendance system. SI Leaders must log in and out of each session, ensure all SI participants check in (and out, should participants leave early), and log in for planning hours. SI Leaders will be trained on the system.
- SI participants earn higher course grades and withdraw less often than non-SI participants. Also, data demonstrate higher re-enrollment and graduation rates for students who participate in SI.



Supplemental Instruction consists of guided group study sessions and peer interaction.

Responsibilities of the SI Leader

1. SI Leader Training	2. Attend all Lecture Class Sessions
<ul style="list-style-type: none"> • 2-day training required prior to each semester. • Monthly mandatory sessions with the assigned SI staff. • Weekly meeting with the assigned SI staff. • Attend all additional meetings and actively participate. • Participate in observation and evaluation feedback meetings. • Complete surveys each term. • Participate in Mentor Program (first 1 to 2 semesters). 	<ul style="list-style-type: none"> • Introduce SI Program and yourself to the class on day 1. • Coordinate with faculty to ascertain requirements for the course. • Continually announce your SI schedule and room locations. Write session dates and times on the board every lecture. <u>Market your sessions!</u> • Design and distribute flyers or marketing materials for your SI sessions and the program.
3. Conduct Sessions	4. Integrate Content and Learning Skills
<ul style="list-style-type: none"> • Schedule SI sessions based on your and students' availability. • Plan each session. Spend at least 1 hour planning for each session. • Use the planning forms to prepare for organized, effective SI sessions. • Be prepared with handouts and activities for SI sessions. • Have your supplies and materials ready (markers, pens, etc.). • Log in and out of each session. • All students must log in to each session and log out if they leave prior to the end of the session. • Create "openers" for your sessions (game, notes review, etc.). • Close each session with a quiz, summary, and/or a suggestion for future study. • Create a comfortable, respectful learning environment during each SI session. • Ensure students actively participate in the learning process. 	<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 do not do the work for them. • Constantly try new collaborative learning strategies to increase student-to-student interaction. • Create study aids to assist students in learning course material. • Use the SI manual and resources to increase the effectiveness of your SI sessions.

5. Collecting Data and Submitting Paperwork	6. Support Faculty
<ul style="list-style-type: none"> • Students must complete attendance check-in at every SI session (hard-copy sign-in sheets are required if online system is down or not available). • Submit sign-in sheets, copy orders, and material requests weekly (copies and materials must be requested 1 week in advance). • Hard copies of time sheets are required to be submitted the last work day of each month. • SI Leaders must complete the required SI Program evaluation each semester. • Administer mid-term and end-of semester evaluations. • Adhere to all policies and procedures of the SI program. 	<ul style="list-style-type: none"> • Meet regularly with faculty to maintain communication and a professional relationship. • Review any handouts or worksheets you prepare for your sessions with the professor PRIOR to the actual session. (Recommended) • Do not engage with students in negative discussion or complaints against faculty. Direct students back to the faculty or appropriate administrator.

Supplemental Instruction (SI) Leader Qualifications

SI Leader Qualifications:

- Must have passed selected SI course, or equivalent to, with an “A” and have an overall GPA of 3.0. All SI Leaders that did not take the assigned SI class at MVC must provide transcripts.
- Preferred to have taken the selected course with the assigned SI Faculty.
- Must meet all RCCD Human Resource requirements (fingerprinting, TB, online application, and hiring intake appointment) for non-classified, hourly position and/or Student Employment requirements (min enrollment of 6 units per semester).
- Must be knowledgeable of learning styles and SI methodologies (training provided).
- Must exhibit professionalism and leadership skills.
- Must attend all lectures and meet availability requirements for SI Leader training, meetings, and sessions.
- Most possess excellent communication skills.
 - ❖ Verbal and written
 - ❖ Interpersonal skills
 - ❖ Understands moral and ethical decisions/dilemmas
 - ❖ Understands confidentiality
- Understands SI Leaders are College employees and are mandated reporters.
- Accept and understand SI Leader and Program responsibilities and policies and procedures.

SI Leader Hiring Process

1. Faculty must request SI Leaders for their courses each term and submit the required request form available online at mvcstemssc.com by deadline posted for each term to assigned SI staff electronically or hardcopy. **NO LATE REQUESTS WILL BE ACCEPTED. SI LEADER ASSIGNMENTS DO NOT “ROLL OVER”.**
2. SI Leaders selected by faculty must meet the minimum qualifications outlined in the SI Program policies and procedures and complete the online program application. SI Leader minimum qualifications will be verified by SI Program staff.
3. It is recommended SI Faculty select one to two “back up” SI Leaders in the event that his/her original selected SI Leader is ineligible, does not meet minimum qualifications, is unavailable during the assigned class, or may not complete the required hiring process.
4. Assigned SI Program staff will contact selected SI Leaders to complete an initial interview and all required forms and documentation for the hiring process. All SI Leaders not currently enrolled at MVC are required to provide transcripts. SI Program staff has the right of assignment and to deny hiring of any SI Leader.
5. Required Hiring Process
 - a. Student Employee (SE) Packets
 - i. All SI Leaders enrolled in at least 6 units will be hired under SE
 1. Valid ID and Social Security card or valid authorization to work documentation
 2. Student employees are not allowed to work over 20 hours per week regardless of work sites and department assignments.
 - ii. Approval Process
 1. SI Program Staff (Lead)
 2. Department Dean
 3. SE Office
 - b. Intent to Hire Form (Required for all SI Leaders not currently enrolled at MVC)
 - i. Intent must be approved and completed by SI Program staff and signed by selected SI Leader.
 - ii. Initial Approval Process
 1. Department Dean
 2. Vice President of Academic Affairs
 3. President
 4. Human Resources
 5. Budget Control (District Accounting Services)

- c. Employment Paperwork
 - i. SI Leaders must meet with assigned HR Specialist to complete required hiring paperwork.
 - 1. Online application and hiring packet
 - 2. Fingerprints
 - 3. TB Clearance
 - 4. Valid ID and Social Security card or valid authorization to work documentation.
- 6. Board of Trustees (BOT) and MVC Student Employment Office – FINAL APPROVAL
 - a. All non-classified, hourly SI Leader appointments must be BOT approved.
 - b. SI Leaders may not start working until approved by RCCD’s Board of Trustees and/or MVC’s Student Employment Office.
 - c. Final approval notifications are forwarded from HR and/or SE Office with approved start date.
 - d. Student employees may not exceed 20 hours per week regardless of assigned departments and/or budgets.
 - e. Hourly, non-classified employees may not exceed 20 hours per week with MVC’s SI Program and may not exceed a totally of 30 hours per week as a non-classified, short-term employee regardless of assigned departments and/or budgets. Non-classified, short-term employees may not work more than 160 days and/or 960 hours per academic year.

Deadlines for Requesting and Selecting SI Leaders

FALL	WINTER	SPRING	SUMMER
June 30 th	November 30 th	December 31 st	May 30 th

* NEW SI Leaders may not be requested for winter or summer terms.

No late requests will be accepted pas the above due dates due to RCCD’s and MVC’s Student Employment Office required hiring processes and approvals. Submitted SI Leader requests DO NOT guarantee placement. SI Leader assignments are accepted and approved on a first-come, first-serve basis and are based on annual funding allocations. All SI Leader request forms must be submitted to SI Program staff by the fall and spring due dates for consideration. SI LEADERS MAY NOT SELF-SELECT AND ASSIGNEMNTS DO NOT ROLL OVER FROM TERM-TO-TERM.

SI Leader Work Assignments

SI Leaders may not exceed an assignment of 6 units per semester and may not exceed the allocated hours outlined below. Under no circumstances will MVC SI Leaders work over a total of 20 hours per week or exceed over 8 hours per day.

SI Leaders working for multiple departments in a short-term, non-classified, hourly position, including substitute and assignments at RCC, District, or Norco, may not exceed a total of 8 work hours in one day regardless of department and budget assignment; 960 hours; and/or 160 days per academic year per RCCD policies. There are additional hour limitations, in the number of hours per week allowed for non-classified employees. Please confirm with your hiring supervisor(s) and SI Program staff before exceeding the maximum number of hours you are eligible to work.

Student employees working with multiple departments may not exceed a total of 20 work hours per week regardless of department and budget assignments. There are NO exceptions to this rule. If an SI Leader exceeds 8 hours per day or over 20 hours per week, disciplinary action will proceed with possible suspension or termination.

SI Leaders must inform faculty and SI Program staff if they are not available to SI for selected class(es) 4-6 weeks prior to the start of term. Do not wait until the start of term.

The following work hour assignments are applicable to all SI Leaders:

UNITS	LECTURE	SI SESSIONS	PLANNING
3	3 hrs	2 - 3 hrs	2 to 3 hrs *
4	4 hrs	3 - 4 hrs	3 to 4 hrs *
5	3-5 hrs	3 - 4 hrs	4 to 5 hrs *
6	4-6 hrs	4 - 5 hrs	5 to 6 hrs *

* Additional hours must be pre-approved by SI Program staff. All hours must be worked on-site and accurately reflected on your timesheet. Hours not approved will NOT be accepted. Planning hours may not exceed allotted hours noted above for assigned courses. ANY ADDITIONAL PLANNING HOURS MUST BE REQUESTED, JUSTIFIED, and PRE-APPROVED BY SI PROGRAM STAFF.

SI Program staff approves ALL SI Leader schedules. SI Faculty may not assign any work hours or approve schedules. Any changes in schedules or work hours must be authorized by assigned SI Program staff.

Sick Leave

Riverside Community College District Sick Leave for Non-classified, Hourly and Student Employees

The Law

Assembly Bill 1522, otherwise known as the Healthy Workplaces, Healthy Families Act of 2014, adds to and amends the CA Labor Code regarding paid sick leave for all employees. This became effective on July 1, 2015. The law exempts employees who already earn sick leave.

For purposes of this informational piece, the term “employee” shall refer to hourly, short-term employees hired through DHR, student employees hired through the colleges’ student employment offices and professional experts.

Eligibility

Effective July 1, 2015, any employee who works 30 or more days (whether or not the employee works 1 hour or 8 hours, it counts as a day for purposes of the labor code) within a fiscal year, from the first date of their employment, is entitled to accrue 1 hour for every 30 hours worked.

Usage

The employee is entitled to begin using accrued sick days beginning on the 90th day of employment. The employee may use up to 24 hours or 3 days of sick leave in each year of employment. Unused sick leave will carry over to the following year. Total sick leave accrual will not exceed 48 hours or 6 days. If the employee leaves the District and is rehired within one year from the date of separation, any previously accrued and unused sick leave must be reinstated. If the employee is rehired after more than one year’s absence, the sick leave accrual starts over.

This sick leave may be used for an illness, or for diagnosis, care, treatment of existing health condition or preventative care for the employee or a family member* or for an employee who is the victim of domestic violence, sexual assault or stalking.

The employee must give reasonable notice to use the sick leave if the need is foreseeable, or notice as soon as practicable if unforeseeable. Notice can be by a phone call, in person, or by an email.

Forms

Employees will be required to read and sign the form titled Employee Sick Leave (copy attached), which the employee will read and sign. A copy will be kept with the employee’s H file or student employment file.

Once the employee has accrued sick leave and wishes to use it for an absence from their position, the employee will be required to complete the Employee Sick Leave Absence Affidavit (copy attached), which must also be signed by the employee's supervisor.

All employee time sheets must be accurate as these are what Payroll will be using to accrue the sick leave for employees.

Your employee's payroll stub will reflect accrued and used sick leave.



Payroll

SI Leaders must submit monthly timesheets on the last work day of each month to SI Program staff. Late timesheets will not be paid until the following month.

SI Leaders may not:

- ❖ Submit electronic timesheets. Original signatures are always required.
- ❖ Submit overtime. Overtime is not authorized and will not be honored.
- ❖ Work any unauthorized hours. Hours not approved by SI Program staff and accurately calculated will not be paid.

Timesheets are available online and provided directly to SI Leaders by the SI Coordinator at the time of hire. SI Leaders will not receive a timesheet until they are cleared to start work from MVC's Student Employment Office or Human Resources (requires Board of Trustees approval – see MVC's SI Leader Hiring Processes).

SI Faculty may not approve timesheets. Please do not ask SI Faculty to sign your monthly payroll timesheet.

If you do not receive an electronic time sheet, contact SI Program staff and/or assigned SI Program staff immediately.



MVC Supplemental Instruction Etiquette

Etiquette for SI Leaders Example:

- ❖ It is really important to remember that SI leaders represent the SI program. An SI leader needs to behave professionally and maintain open channels of communication with the SI faculty and staff and the SI Program. You have been chosen because you were recognized as a leader by faculty. You will act as a role model in the classroom and in SI sessions. Therefore, it is important that you model the characteristics of an excellent student.

SI Room Etiquette:

- ❖ Etiquette extends to the location in which the SI leader holds his/her sessions. The room should always be left neat and tidy, with clean whiteboards, and tables and chairs neatly put in order. SI sessions are technically 50 minutes in length allowing 10 minutes for your group to exit and the next class to come in. SI sessions for courses 4 or more units may have longer sessions.

Email Etiquette:

- ❖ Most communication will be by email. Phone calls cannot be made to individual SI Leaders, staff, or faculty about every general announcement. It is very important that SI Leaders and SI staff and faculty check e-mail at least every other day. Make sure your email box is not so full that it will not accept new messages. You are responsible for any information sent via e-mail, as are SI Leaders. SI Leaders must confirm their email addresses. It is advised that staff and faculty also confirm preferred email addresses.

Attendance Etiquette:

- ❖ Etiquette also extends to attendance in all lectures for the appointed SI class. Attendance is required for all lectures for the class in which the SI Leaders are conducting SI. Additionally, attendance is required for all SI sessions, weekly meetings, monthly meetings, and any scheduled appointments. In the unlikely event that an SI Leader is unable to attend any of the above, it is imperative that the appropriate people be notified prior to the absence:
 - *Unable to attend lecture:* Call and e-mail the SI staff or faculty and SI Program staff.
 - *Unable to attend sessions or meetings:* **Talk to a live person!!!** Call the SI Program first at (951) 571-6364. If you cannot reach SI Program staff, call the STEM Student Success Center at (951) 571-6363 and the SI faculty. If you do not reach a live person, the students will arrive with no clue as to where you are or why you are not there. This significantly lowers student morale and overall attendance patterns.
 - *Unable to attend your weekly meetings or monthly session:* Notify SI Program staff at the STEM SSC.

- *Scheduled appointments:* Notify the person with whom your appointment is scheduled.

Regular or Extra Sessions/Time or Location Changes:

- ❖ Keep your SI staff or faculty and SI Program staff informed of any and all changes to your SI times, including review sessions. You must request location changes to the SI Program staff.
- ❖ Schedule all sessions/changes by emailing SI Program staff. Room scheduling is a complicated process. SI Program staff must schedule all SI rooms. Do not tell students about additional sessions or session changes until you have approval from the SI Program.
- ❖ Stay for at least one (1) hour of an SI session, even if no one shows up. Often students will come part way through the session time expecting help. Take along something to study just in case no one shows up. **Fill out a sign-in sheet with “No Show”** when appropriate and make sure to log-in and out of SPAS appropriately.
- ❖ Make sure you schedule review sessions before all exams, including the final. SI sessions DO NOT meet during finals week.



SI Leader Expectations and Responsibilities

1. Supplemental Instruction Leaders (SI Leaders) report to Moreno Valley College SI Coordinator.
2. SI Leaders are MVC employees is expected to keep language and dress code professional at all times.
3. SI Leaders must keep social media as it relates to the Supplemental Instruction Program and SI sessions professional and maintain integrity at all times.
4. SI Leaders are responsible to ...
 - a. Complete required SI program hiring processes Human Resource requirements (application fingerprints, TB test) or Student Employment requirements.
 - b. Attend all mandatory trainings, workshops, observations, and meetings.
 - c. Attend all course lectures. Absences must be reported to assigned facility and the SI Coordinator.
 - d. ALL SI sessions must be face-to-face. At this time, online and web-based SI sessions are not approved.
 - e. Be prepared and on-time for all scheduled SI sessions
 - f. All SI sessions must be face-to-face. At this time, online, web-based sessions are not approved for SI.
 - g. Understand what students need to learn and what they find most challenging. To provide appropriate materials and instructions in my SI session.
 - h. Show respect and courtesy to all, students, support facility **without** criticism and discuss any concerns with the facility and /or SI coordinator privately and monthly.
 - i. Submit my monthly timesheets by the last day of each month. Failure to do so will cause a delay in payment
 - j. The SI Program Attendance System log-in at the start of each scheduled SI session. Ensure all students sign in and out each session, then the SI Leader must log at the end of each SI session.
5. SI leaders are assigned on semester by semester basis only. SI Leaders must be recommended and selected by the facility to be renewed. Renewals are not guaranteed and based on availability of funding, performance evaluations and facility selection.

6. **Excused absences policy:** It is important to avoid absences and tardiness. Excused absence or lateness require **advance notice**. Emergency absences must be reported immediately to the SI Coordinator. No more than **three excused absences** per semester are permitted.
7. **Unexcused absence policy:** I understand that more than two unexcused absences will result in termination from the SI program.

Confidentiality Policy: Moreno Valley College, employees and SI Leaders may have access to confidential student information such as grades, schedules, personal information, and similar data. Student information may not be used for any purpose other than SI, both during and subsequent to my employment. Student contact information and /or other electronic data grouping used for SI must be deleted by the SI the end of each semester. SI Leaders accept responsibility of preserving the confidentiality and appropriate use of any and all student information. Failure to adhere to these participation requirements will result in termination.

Activity Disclaimer: Riverside Community College District is committed to providing access and reasonable accommodation to all District programs and activities. Accommodations for persons with disabilities may be requested by contacting the program/event organizer, Maureen Rubalcaba at (951) 571-6259 1 week prior to requested accommodation or the office of Diversity, Equity and Compliance at (951) 222-8039.

Training, Workshops, and Meetings

SI Leaders are required to attend four (4) days of mandatory training per academic year (scheduled as two (2) days prior to each semester) and monthly SI Leader professional development workshops and training sessions. All mandatory training and workshop schedules will be available by week 2 of each semester and is based on the availability of SI Leaders.

SI Leaders that do not attend mandatory training and workshops will be terminated and will not be eligible for an additional SI assignment for the rest of the academic year or up to two (2) terms.

SI Leaders are required to meet with SI Program staff on a weekly basis to check-in, submit weekly attendance rosters (hard copy sign-in sheets only as applicable), and discuss any challenges, successes, concerns, and assignments.

Monthly mandatory training and workshops focus on continued professional development and include topics such as SI techniques; marketing and promoting SI sessions, learning styles, and supplemental instruction methodologies and activities.

Focus groups to include SI Leaders and SI Faculty are scheduled, at a minimum of two and a maximum of four, throughout the academic year.

SI Faculty are required to complete an SI Program Orientation prior to requesting an SI Leader for any course or program. The SI Faculty orientation is designed to provide a thorough overview of MVC's SI Program, what it SI is and what SI is not. It is important faculty understand the SI Leaders roles, assignments, schedules, and policies and procedures.

SI Leader Evaluations

SI Leaders are evaluated each term. MVC's SI Leader evaluation process includes two semester evaluations with only one evaluation during intersession terms (summer and winter). Evaluations are comprised of a mid-term and end of term evaluation by the assigned SI Faculty, Mentor SI Leaders (as applicable), SI participants, and the SI program's staff.

SI Faculty may complete the online evaluation form or print and submit the evaluation hard copy directly to SI Program staff. All SI Faculty are required to complete the evaluation form for their assigned SI Leader.

Mentor SI Leaders observe their assigned mentee SI Leader over two semesters. Mentor SI Leaders provide mentees a written review and evaluation of their observed session. This process is to support new SI Leaders in their learning and development of extended and advanced supplemental instruction strategies and methodologies.

SI Participants complete an online or in-session or in-class evaluation of the SI Leader by week 8 and week 15. SI Participants complete an end of term evaluation during summer and winter intersessions.

MVC's SI Program staff are responsible to facilitate all SI Leader evaluation processes. In addition, the SI Program staff observes SI leaders twice during the semester and once during the winter and summer terms. The SI Coordinator provides SI Leaders with an overall evaluation summary at week 9 and 16, including a written summary of all evaluations, survey/evaluation reports including comments submitted via the online or hardcopy forms, and meets face-to-face with SI Leaders on an individual basis to complete the process.

SI Leaders are required to evaluate the SI Program each term they have an assigned SI class.

SI Program Staff Responsibilities

RESPONSIBILITIES WITH SI LEADERS:

1. Responsible for day-to-day operations of SI Program including all hiring processes, approval of SI Leader assignments, classroom assignments, updating and adhering to SI Leader policies and procedures, check-in system and reports. Assists in the development and implementation of policies and procedures for the effective operation of the Supplemental Instruction program and success of SI Leaders.
2. Regular consultation with supplemental instructional leaders for training, lesson design, identifying needs, discussion of progress and feedback for the delivery of supplemental instruction.
3. Approves all work assignments, schedules, according to approved P&Ps
4. Plans and coordinates meetings and workshops for Supplemental Instructional Leaders.
5. Develops schedules for supplemental instructional leaders and all responsible for collection of data (attendance, participation and survey distribution and/or collection).
6. Assists Supplemental Instructional Leaders in developing effective supplemental instructional sessions according to course content focusing on the process of learning.
7. Assists supplemental instructional leaders in marketing and creating promotional advertisements for students to promote and increase supplemental instructional session participation.
8. Holds monthly group training and in-services with all SI Leaders and weekly individual meetings.
9. Ensures time records are kept accurately by supplemental instructional leaders and turned in on-time.
10. Collaborates with faculty in multiple disciplines.
11. Participates in District-provided in-service training programs.
12. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
13. Performs other duties, related to the position, as assigned.

Appendix

Supplemental Instruction Leader Resources:

- [SI Leader's Guide](#)
- [SI Resources Manual](#)
- [SI Leader Mentor Manual](#)
- [SI Program Timeline](#)

Supplemental Instruction Leader Tools:

- [Scheduling Tool](#)
- [Session Planning Form](#)
- [Sign-In Sheet](#)
- [Online Sign In System](#)

Supplemental Instruction Leader Hiring Information:

- [Student Employment Packet](#)
- [SI Leader Application](#)

For more information about SI Leader resources, visit mvcstemssc.com/student-services/si/