

SI Leader Responsibilities

1. SI Leader Training

- ❖ Attend training prior to the beginning of the semester (first semester only).
- ❖ Refine training throughout the semester (in the form of regular SIL meetings).
- ❖ Meet with the instructor/professor and your supervisor/coordinator/mentor regularly.

2. Attend the Targeted Class

- ❖ If you do not already know them, introduce yourself to the course instructor/professor prior to the first day of class. If you already know the instructor/professor, at the very least check in with them prior to the start of classes.
- ❖ Submit a copy of the course syllabus to the SI supervisor/coordinator.
- ❖ Introduce SI to the class and administer the beginning-of-term survey to assess student availability, and to identify optimal time slots for student attendance.
- ❖ Announce the SI schedules and room locations in class, distribute promotional materials, and maintain contact with student peers to maximize participation/attendance.

3. Conduct Sessions

- ❖ In addition to SI sessions already scheduled prior to the term, schedule additional sessions according to survey results and student demand/availability.
- ❖ Contact your coordinator/supervisor ASAP regarding room requests.
- ❖ Announce SI sessions when they are scheduled. If permitted, write them on the board during each lecture.
- ❖ Advertise SI sessions through Facebook, Twitter, Remind.com, e-mail, or any other avenue that is permissible and with which you are familiar/comfortable.
- ❖ Refer students to www.mtsu.edu/si for more information and for SI session schedules.
- ❖ Prepare for your sessions thoroughly and submit session planning to your supervisor/coordinator/mentor.
- ❖ Adjust your techniques and planning based on feedback from your supervisor/coordinator/mentor, as well as your experiences in and reflections upon your SI sessions.
- ❖ Hold marathon or extra sessions prior to exams.

4. Support Faculty

- ❖ SI leaders support classroom instruction in every way. Do not participate if/when students are complaining about the course and/or the professor/instructor. You

are a seasoned professional and the face of MTSU's SI program – this is a serious responsibility.

- ❖ The SI program is offered only in classes where the faculty member understands and supports SI. Offer to meet with your assigned faculty frequently to keep them informed about what is happening in sessions, and to glean information/content to use in those sessions.

5. Build Relationships and Develop Responsibilities

- ❖ With your SI supervisor/coordinator/mentor.
- ❖ With the academic department in which you are working.
- ❖ With other students.
- ❖ With other SI leaders.
- ❖ With other campus leaders that are interested in SI.

6. Collect Data for Program Evaluation

- ❖ Collect attendance/participation data at *every SI session*, including students' names, course title, date, time, and any other relevant information.
- ❖ Administer end-of-term survey and coordinate other follow-up, as necessary.
- ❖ Complete final de-brief with your SI supervisor/coordinator.