

<b>* OFFICE USE ONLY *</b>	
Fall	Verification _____
Spring	Interview _____
Summer	Notes: _____
20____	_____
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# Office of Supplemental Instruction

Application Form

Southern Illinois University Carbondale

www.siu.edu/~pass

Please return completed form to: Woody Hall A313 + 618-453-2422

Today's Date \_\_\_\_\_

Name \_\_\_\_\_

Dawg Tag # \_\_\_\_\_

Email \_\_\_\_\_

Cell phone \_\_\_\_\_

Local Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

Permanent/Emergency Phone Number \_\_\_\_\_

Major \_\_\_\_\_ GPA \_\_\_\_\_ Circle classification: SOPH JR SR

Expected Date of Graduation: \_\_\_\_\_

**Targeted SI Courses: Please list courses for which you are qualified to serve as SI leader.**

Targeted Course	Did you complete this course at SIUC? (yes or no).	Did you earn an A or B in this course (yes or no).	Who was your instructor when you took the course?	Is the instructor willing to provide a reference for you? (yes or no)

Are you presently working in another department on campus? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list the department(s): \_\_\_\_\_

**Academic References**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Department \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Department \_\_\_\_\_

**Please respond to the following questions, using the back of this page. Feel free to attach additional sheets if necessary.**

- List the organizational commitments and other jobs (off- or on-campus) that you will be holding next semester.
- Please describe any previous SI experience or related work (list subject matter, dates, employer).
- Briefly state why you are interested in becoming an SI leader.
- What advice would you give students that would help them become more successful?
- What is your definition of academic success?

In the space below, please provide in your own handwriting answers to the five questions listed on the first page of this application.

I have read the attached document describing Supplemental Instruction and understand the responsibilities associated with this position. I understand that if I am hired for this position, I will be expected to meet all criteria for this job, and to comply with the responsibilities for student employees set forth in the student employment handbook. This job demands commitment and dependability for the duration of the semester. Employment is on a semester to semester basis.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this completed form to: Office of Supplemental Instruction / SIUC Mail Code 4714 / Woody Hall A313.

## Information Sheet for Prospective SI Leaders

### Qualifications:

- An overall GPA of 3.0 or above (on 4.0 scale) is required.
- A grade of 3.0 or above in the targeted course is required; **prior enrollment** with the professor who is to teach the selected course is preferred.
- Mastery of course content is required. Faculty referral is highly important.
- Good interpersonal and communication skills (to be determined by the SI supervisor) are required.

### Primary Activities

- Attend all class meetings of the targeted course, take notes, be familiar with assigned readings.
- Market the program! Get to know as many of the students in the class as possible. Make announcements and distribute flyers announcing the availability of the SI sessions to the students.
- Conduct at least two 50-minute study sessions per week throughout the term using strategies learned through the SI leader training workshop.
- Collect attendance data for every SI session. Prepare and maintain a spreadsheet attendance sheet (we will give you a template to complete) – you will be turning it in to your supervisor every two weeks.

### Responsibilities

- Maintain contact throughout the term with course professor.
- Use of a wide variety of learning strategies (demonstrated through SI training meetings).
- Attend SI leader training workshops, training sessions and staff meetings.
- Notify supervisor about problems or potential problems.
- Model appropriate professional attitudes and behaviors to staff, students and others.
- Maintain regular working hours. This includes attending all class sessions and holding regular study session hours – if students do not show up, use the time to prepare for your next study session. **Particularly use the time to develop a new strategy to attract students to your future study sessions!**