Supplemental Instruction (SI)
Spring 2019 FLEX Week
Faculty Orientation
Tuesday, January 8, 10:30-11:30, L-149

Makeup Version
Introductions:
The Gist of SI in Pictures

This is what the first day of science or calculus feels like.

This is what an SI session feels like.

This is what science or calculus feels like after attending SI.
The Essential Elements

- Targets Subjects Not Students
- Offers Peer-Facilitated Sessions
- Combines Content & Study Skills
- Leader Attends Every Class Meeting
- Leader Receives Ongoing Training
Foundational Logistics: Day-to-Day SI Operations

What you as faculty need to know:

WE ARE SI!

[Image of a group of people in a classroom and a woman in a T-shirt with a message about WE ARE SI!]
Scheduling for SI sessions

1. How many students can an SI “study cubby’’ hold roughly?

2. **New info.**=ALL sessions must be in CSS Building

3. Large sessions can be scheduled in CSS classrooms

4. Can your Leader run your class for you while you’re gone if they call it an SI session?
Your SI Leader’s Weekly Hours

1. What’s the formula to determine how many hours of SI sessions can be offered per week?

2. Is your Leader paid to plan sessions and complete other paperwork?

3. How often and for how long should you meet with your Leader? For what purpose?

See next slide for explanatory information!
How do an SI Leader’s weekly hours break down?

**Typical Schedule of Average SI Leader**

<table>
<thead>
<tr>
<th>Job Responsibility</th>
<th>Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Attend SI Class Meetings</td>
<td>3-4, depending on the course</td>
</tr>
<tr>
<td>2. Hold SI Sessions</td>
<td>2-6, depending on how many CRNs are being attended/supported</td>
</tr>
<tr>
<td>3. Plan for Sessions (complete paperwork) (allowed flat amount of 30 min. per session)</td>
<td>1-3 hours, depending on # of SI sessions held weekly</td>
</tr>
<tr>
<td>4. Meeting with Instructor</td>
<td>0.5 hours</td>
</tr>
<tr>
<td>5. Attending Mentor Meetings (NEW Leaders only)</td>
<td>0.75 hours (10.5 hrs. spread over semester)</td>
</tr>
</tbody>
</table>

TOTAL HOURS:  7-14 (max allowed is 19)
Your Leader’s Assistance in the Classroom
Goal is to maximize student contact = better attendance at SI sessions
Completing Weekly Paperwork...excellent training for future professional careers!

**EVERY MONDAY BY 5 PM, for the previous week, your Leader MUST:**

1. Turn in a Weekly Time Log (WTL) with your signature
2. Turn in 1 Session Plan (SP)
3. Make sure their digital timesheet (called WTE) is updated through the previous Friday.

--If a NEW Leader missed a training (Mentor Meeting), then a makeup must be turned in for that as well.
Each weekly duty not fulfilled equals a WARNING...

- E-mail notification to you and Leader
- 5 warnings = dismissal from Program

Note: For full versions of the Contract and Warnings Policy that your Leader MUST sign, please visit our webpage at bakersfieldcollege.edu/si/leaders
Take a look at the SI Leader Duties Checklist.

**SI Leader Duties Checklist**

**CODES:** WTL=Weekly Time Log, SP=Session Plan, WTE=Web Time Entry

(Got an emergency?! Ask for an extension BEFORE the deadline! Always COMMUNICATE!

**DAILY DUTIES:**
- Attend your SI class meetings
- Prep for and facilitate your SI sessions
  - *If unable to do one or both, immediately send email to Mrs. Pierce, Mariey, your SI instructor, and possibly your department.

**WEEKLY DUTIES:**
Every Monday before 5 PM:
- **EVERYONE ALWAYS**---
  - Turn in 1 WTL with your professor
  - Turn in 1 SP
  - Access WTE via Inside BC and “submit (hours) for approval.”

**SPECIAL CIRCUMSTANCES---**
- *Only if you have sessions and your hourly commitment is 20 hours per week*
- *Only if you missed a Mentor/Leader training*

**MONTHLY DUTIES:**
On the last working day before midnight:
- Access WTE via Inside BC and “submit (hours) for approval.”

**ONCE PER SEMESTER:**
- Sign up for and complete form for 1 Peer Observation (New observes Returning; Returning observes New)

**Ways to help yourself remember:**
1) Write deadlines on a calendar in a place where you will check it every day.
2) Set an alarm in your smartphone.
3) Pretend SI is a class, and these are your assignments.
4) Make it a habit.
5) Connect turning these papers in with another activity that you do regularly, so that when you take care of one, you automatically take care of the other.
6) Remind yourself that these are duties of a paid job!!

Some people regard discipline as a chore. For me, it is a kind of order that sets me free to fly.

-------Julie Andrews

Clearly lays out all responsibilities and when they are required
Concerning the Duties Checklist...

1. What 3 tasks MUST your Leader complete before 5 pm every Monday?

2. What role can you play in encouraging your Leader to get this done on a regular basis?

3. The unexpected can arise for any of us...so, what crucial move does your Leader need to make if a deadline cannot be met?
When Your Leader is Absent...

1. Leader must send an email to both you and me to communicate absence
2. Leader needs a way to communicate absence to your students
   --share your class email list with Leader
   OR
   --Leader can use the Remind App
Secrets to a Life-Changing SI Program
Perspective from Veteran SI Instructors

Tell us about the bond you have with your SI Leader and how your teamwork has impacted your students.
First Meeting Agenda (and Subsequent)

What sorts of information would you want to clarify the first time you meet with your Leader?

See next 3 slides for handouts that were provided at the Orientation!
SI Leader-Instructor 1st Meeting
Important Points to Be Clarified

GUIDELINES:
- Best time to have this meeting is the week before classes start; can be done over phone
- If it’s not possible to hold meeting before first week, then make time to meet during the first week!
- A successful working relationship depends on clear communication from the outset.

1. Best ways to contact each other:
2. Set day/time of week to have future meetings: Location:
3. Instructor’s Office Hours:

4. When is best time to obtain professor’s signature on Weekly Time Log?
5. What to do in event of absence? Will instructor communicate SI session cancellation to entire class?

6. Does instructor use Canvas? Does Leader need to be added to it?
7. Desired SI session schedule: (actual schedule will depend on room availability)

8. Instructor’s teaching style: (ex., relaxed and informal, highly structured, well-organized, discussion-based, lively, serious, etc.)
9. Instructor’s Expectations of Leader during class time:
   • Speak up frequently to stimulate class discussion or take notes quietly and wait to be called upon?
   • Ways to assist with group work?
   • Okay to promote SI for 2-3 min at start of every class?
   • Okay to sit in different areas of classroom to get acquainted with all students?
   • Okay to arrive to class 10 min. early and conduct a mini-lesson on a key point?

10. Instructor’s Role: *Please go over each...*
    • Provide direction on content to emphasize during SI sessions
    • Give Leader ideas/feedback on useful handouts for sessions
    • Mention and promote SI as frequently as possible during class time
    • Allow SI Leader to play as active a role as possible during class time
    • If any students are being disruptive at SI sessions, be willing to intervene by asking those students to either cooperate or stop attending SI.
    • Be a general mentor to your Leader in all aspects of academic life.

11. SI Leader’s Role: *Be sure to discuss each...*
    • Seek instructor’s advice on what to review and how to review it during SI sessions.
    • Remind instructor of need to promote SI at start of class each day.
    • Be proactive in reaching out to students in class and getting involved in class activities.
    • Problems during SI sessions? Don’t hesitate to let your instructor know and ask for advice on how to handle them.
    • ALWAYS be loyal to your instructor if/when students are critical of some aspect of the course, but feel free to share comments with instructor.
    • Give 100% of yourself to the job of being an SI Leader and anticipate what your instructor needs before he/she even has to state it!
Suggested Format for Weekly Meetings between SI Leader and Instructor

I. General Status Report of SI Sessions
   A. How are sessions going?
   B. Average attendance?
   C. Degree of student participation

II. Materials and Concepts
    A. Most difficult concepts to address in next SI session
    B. Useful handouts
    C. Ways to engage students

III. Areas of Concern
     A. How to encourage more students to attend SI
     B. SI students with challenging behaviors
     C. SI paperwork—Is it being turned in on time?
Goal for SI Sessions: Leader does less talking; students take a more active role

• SI session is NOT a rehash of your lecture
• Leader should be pinpointing areas of difficulty to emphasize (notice in class and/or receive guidance from you)
• Leader needs to plan engaging activities that involve ALL attendees in applying the content
• Students should have to go up to the board, explain information to the rest of the group, work in small groups and then share findings with whole group, etc.
• In other words...SI sessions should offer students unique opportunities that are logistically impossible in the regular class
What to do if Leader falters...

What are some ways an SI Leader might struggle?
Ways to help Leader Stay on Track

All of this can be done during your weekly meeting.

• Communicate what you’re noticing
• Attempt to create an action plan to address issue
• Follow up to see how things are going
• Include me!
To Add Your SI Leader to Canvas...

Contact:

Tracy Lovelace
Educational Media Design Specialist
tlovelac@bakersfieldcollege.edu
395-4635
L-156
And, don’t forget a simple move you can make for Week 1 to increase likelihood of SI attendance!

Give your class a tour!
Browse our super-helpful SI Faculty webpage—it’s your one-stop shop for all things SI...

https://www.bakersfieldcollege.edu/si/faculty