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, Marley, your SI instructor, and possibly your students (if you use Remind App).

**WEEKLY DUTIES:**
**BEFORE Every Monday @ 5 PM:**
- **EVERYONE ALWAYS**--
  - Turn in 1 WTL with your professor’s signature
  - Turn in 1 SP
  - Access WTE via Inside BC and update your hours through the previous Friday

**SPECIAL CIRCUMSTANCES**--
- *Only if you have sessions away from our Area—turn in any sign-in sheets
- *Only if you missed a Mentor Meeting—turn in your Makeup Answer Sheet

**EVERY 2 WEEKS:** *New SI Leaders ONLY and Mentors
- *Attend a 90-minute Mentor Meeting with your assigned Mentor (see published schedule) or do a MAKEUP

**MONTHLY DUTIES:**
On the last working day of the month before midnight:
- Access WTE via InsideBC, make sure all hrs. have been entered, 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