**Supplemental Instructor Request**

**I have spoken to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ about being an SI for \_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

***(student name) (semester/year) subject.course.section(s))***

**Days class meets: M T W R F Times class meets:**

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***(Circle days for each course and fill in times for each course.)***

*Receipt of requests are acknowledged by E-mail. Upon review, I understand that I will be notified of the status of my request.*

**Supplemental Instruction and Host Faculty Agreement**

Center for Student Success, Indiana State University

Eligibility for a supplemental instructor (SI) for a course is linked to the following best practices for its effectiveness. SIs, new or returning, must complete training before attending class sessions or holding outside SI sessions. An SI who does not attend training is not eligible to work.

* The course syllabus must present supplemental instruction as an important component of the course. Suggested prose to be integrated into the syllabus is below.
* The SI is provided access to the Blackboard site, including access to the email addresses of all students enrolled. The SI should not have access to course grading information.
* The SI is introduced as an integrated member of the learning team and provided a few minutes to speak to their experience with the course/course content, how SI works, and basics on the days/times/location(s) of SI sessions. Encouraging attendance to SI sessions, periodically, during the semester is helpful in promoting attendance.
* Meeting individually with the SI at least three times per semester to discuss how the SI sessions are going, obtain insights on how the students appear to be doing in the course, and sharpening how the SI sessions support student success in the class.
* Report to the Educational Support Coordinator any improprieties or unprofessional behavior with regard to the SI’s demeanor in your classroom.

The attendance expectation for SI sessions is a monthly minimum average of twenty-four student visits. Instructors may check attendance online at <https://cfss.indstate.edu/cfss/staff/>

using their portal ID and password. *(Please provide portal ID below to be given access.)*

I have read and agree with the expectations described for the assignment of an SI and will submit my syllabus (or portion of) with the requisite SI prose prior to the beginning of the semester.

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(Instructor Name) (Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Portal ID (***NOT*** *991*- example of portal ID - jdoe21)

**Suggested SI Prose for Integrating into the Syllabus**

SI Name, Contact Information, and SI Session Specifics:

Name and email contact information listed immediately underneath yours. Location, days each week, and times for SI sessions will be provided at the beginning of the semester*. (Your SI will provide these after the first orientation/training meeting.)*

SI Description:

Supplemental Instruction (SI) is provided for this course and the individual listed under my name works closely with me to help you to maximize your learning. Your SI knows the course content and will hold regularly scheduled, out-of-class, informal review sessions that are free to attend. In SI study sessions students compare notes, discuss readings, develop organizational tools and predict test items. Students learn how to integrate course content and reasoning skills, and those who attend SI sessions on a regular basis earn higher test scores than non-SI participants. Attendance at SI sessions is an expectation of this course as described below.

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***[Host Faculty: Describe what those monthly expectations are here, including the means by which students will be held accountable. (Please note the minimum attendance requirement in the agreement.) Note that after your SI has been hired, he/she will be assigned a room and time.]***

SI sessions will not be held at any time the university is closed or classes do not meet. The SI program observes the university calendar. The last day of Study Week will also be the last day of SI for the semester.

Here is what you can expect at an SI session and what will best aid you by way of preparation for a session:

1. Bring to the session your texts, notes, laptop computer, and other materials.
2. The SI will be present in the designated and advertised location during the scheduled time for each session.
3. The SI will ensure that your attendance is recorded in each session.
4. The focus of each SI session will be on the most recent material covered in class. The SI will not review material covered in past weeks for individuals who have not attended regularly.
5. The SI will address questions relevant to the topic(s) and provide exam preparation strategies and methods.