SUPPLEMENTAL INSTRUCTION LEADER AGREEMENT

Being selected and serving as a Supplemental Instruction Leader is both an honor and a privilege. Your fellow students will depend on you to assist them with subjects that cause them difficulty. Please read over the following SI Leader Agreement carefully so that you are fully aware of your responsibilities and duties as an SI Leader.

1. **Preparing for and conducting SI sessions**
   I understand that I am to be prepared for all SI sessions. I will be certain I understand what my students want to accomplish and will work toward that goal. My position as an SI Leader is a professional one, and I will conduct myself in a professional manner at all times, including being on time and being courteous. I further understand and agree to the following:
   - I have an obligation to be in my classroom (SI session location) at least five minutes prior to the appointed time.
   - I have an obligation to be prepared for all SI sessions with active, collaborative activities that facilitate student learning.
   - I have an obligation to complete and submit a session planning form for each week of sessions, following the deadlines that my Senior Leader has determined.
   - I am required to attend all lecture classes and to behave as a model student in the course. SI Leaders will not receive quiz, exam or course grades.
   - I have an obligation to be courteous and respectful towards all students in the SI class, the course instructor, my fellow SI peers, the SI Director, and Center for Student Learning staff.
   - I am obligated to make sure all students who attend each SI session complete the sign-in sheet, and I understand that these sign-in sheets (1 for each SI session) are due when my payroll time sheets are completed and are required for me to be paid for an SI session.
   - I am obligated to attend all scheduled SI meetings and trainings.
   - I am obligated to have one regularly scheduled office hour each week in the CSL.
   - I am obligated to serve out my scheduled hours in order to be paid for those hours.
   - I have an obligation to collect and record all SI session attendance logs and enter that data in TutorTrac.
   - I understand that my sessions will be observed regularly by the SI Supervisor, my Senior Leader, and my peer SI Leaders.
   - I have an obligation to communicate regularly with the instructor teaching the course to consult about session plans, important learning objectives, and promoting SI attendance.
   - I understand that I will not be compensated by the College of Charleston for helping students in my SI class outside of designated session times (this includes private tutoring or any other form of assistance).
   - I am aware that I may have access to information about individual students’ performance in the class (test/quiz grades), and I agree to keep this information in strict confidence and WILL NOT share information about course grades or student performance with anyone else.
2. **Policy for cancelling an SI session or for missing class or a scheduled SI training**

I understand that students, faculty, and staff count upon my dependability and consistency; therefore, it is important for me to avoid missing sessions/lectures wherever possible. Further, the value of my services to students depends on my ability to run effective SI sessions. It is, therefore, important for me to attend all on-going training sessions. However, **occasional** missed sessions/classes/trainings are often unavoidable. I understand and agree to the following:

- If I will be late, have to cancel my SI session or will miss the lecture, I will email my SI Supervisor, Senior Leader, and SI course instructor. I will also attempt to make an announcement in class, if possible, and/or post an announcement on the class OAKS page. When possible, I will also post a cancellation sign outside the SI session room.

- I understand that I will be permitted to miss **one** of the ongoing Friday trainings with no questions asked. I must communicate that I will not be present prior to the training.

- I understand that each SI Leader will be allowed to reschedule **two** sessions per semester for personal reasons with advanced notice and approval (at least three business days).

- I understand that I will be **NOT** be paid for SI sessions/classes/meetings/office hours that I miss and that it is my responsibility to ensure that these missed hours are not included on my bi-weekly time sheets.

- I understand the following are appropriate reasons for cancelling an SI session or missing class:
  - Illness or medical emergency
  - Family emergency or very important family functions (weddings etc…)
  - Religious holidays
  - Conference (i.e., research) presentation, graduate school interviews.
  - Unexpected course work demands. *(Note: This is generally allowed only 1-2 times per semester. If your course demands are interfering with your ability to fulfill your responsibilities as an SI Leader, please speak with the SI Director immediately).*

- I am aware that missing an SI session/class or training without following the guidelines above or other unprofessional behavior is ground for action that could result in my dismissal from my position as an SI Leader. These actions include:
  - First incident – SI Director will give the SI Leader a verbal warning and reminder of this agreement, and required make-up work as necessary.
  - Second incident – SI Director will provide a written warning to the SI Leader, copied to the SI class professor.
  - Third incident may result in termination.

3. I understand that this position is for one semester and renewal is determined based on budget, demand, performance evaluation, and submission of a re-application.

4. If I have any questions, problems, or concerns, I will speak with the SI Director.

5. By signing below, I agree to uphold the Center for Student Learning/SI Policies & Procedures

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