Office of Supplemental Instruction
Supplemental Instruction (SI) Leader Application Packet

Overview:
The Office of Supplemental Instruction employs undergraduate students to serve as Supplemental Instruction (SI) Leaders each Fall, Spring, and Summer semester. The SI program targets traditionally difficult courses based on a high percentage of withdrawals and final course grades that are a D or an F (DFW) for all eligible sections of a particular course. SI Leaders serve as model students and facilitate group-led study SI sessions. SI sessions cover course content, engage participants in activities and group work, and integrate learning skills. SI sessions are open to all students and are not required.

SI Leader Qualifications:
• Be an undergraduate student enrolled in at least half-time credit hours at Georgia State University
• Maintain an overall GPA of a 3.0 or higher
• Previously completed the SI course with an A- or better
• Possess excellent interpersonal communication skills
• Have a working knowledge of campus resources for academic success
• Provide a recommendation from an instructor, preferably from the same discipline

SI Leader Primary Activities:
• Attend all class meetings for the assigned SI course and read assigned materials
• Conduct two to three SI sessions per week throughout the semester
• Promote SI sessions during class and make relevant announcements on academic success programs
• Develop handouts for SI sessions
• Track attendance at all SI sessions
• Meet with course professor at least once a week to understand course requirements and concepts
• Meet with SI Mentor and/or Coordinators for scheduled meetings throughout the semester
• Ensure that surveys, assessments, and reports are distributed, collected, and/or completed
• Role model effective behavior of successful students
• Maintain a professional attitude at all times
Office of Supplemental Instruction
Supplemental Instruction (SI) Leader Application Packet

Applicant Information

Name: __________________________ Overall Institutional GPA: __________________________

Major: __________________________ Estimated Graduation Date: __________________________

Degree you are seeking (Bachelor’s, Master’s, Ph.D): __________________________

Address: __________________________

(Street) (City, State, Zip)

Panther ID #__________ Cell # __________ Georgia State Email ________________

For which Georgia State campus are you applying:

Alpharetta___ Atlanta___ Clarkston___ Decatur___ Dunwoody___ Newton___

Are you eligible for Pell and Federal Work Study? YES_____ NO _____ UNSURE _____

Applicant Availability

Presently working in another department on campus? YES_______ NO _________

If YES: Is this a Federal Work Study position? ________________

How many hours per week? __________________________

What is your employee ID (in ADP)? __________________________
If YES, list the department and your title (Student Assistant, GAA, GTA, etc.) Please also provide the number of hours of the position or appointment.

Please list the class(es) for which you desire to be the SI Leader (provide specific courses).

Spring SIL Mandatory Training

Will you be available for our mandatory two-day training (January 4 and 5, 2018), the Thursday and Friday before the semester begins? (If you are not available, we, unfortunately, cannot consider you for employment.)

YES__________ NO __________

Mandatory Information Session

I understand that to be considered for a SIL position, I must attend one of the following mandatory Information Sessions. (There is no need to sign up ahead of time for a day/time, or to let the SI Office know when you will be coming. Simply show up for your desired day/time.)

YES__________ NO __________

Location: Office of Supplemental Instruction, 249 Sparks Hall

<table>
<thead>
<tr>
<th>Oct. 23rd (Mon)</th>
<th>Oct. 24th (Tues)</th>
<th>Oct. 25th (Wed)</th>
<th>Oct. 26th (Thurs)</th>
<th>Oct. 27th (Fri)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30-10:00am</td>
<td>10:00-10:30am</td>
<td>9:00-9:30am</td>
<td>10:00-10:30am</td>
<td>9:00-9:30am</td>
</tr>
<tr>
<td>11:30am-12:00pm</td>
<td>12:30-1:00pm</td>
<td>12:00-12:30pm</td>
<td>12:30-1:00pm</td>
<td>11:00-11:30am</td>
</tr>
<tr>
<td>1:00-1:30pm</td>
<td>3:30-4:00pm</td>
<td>1:30-2:00pm</td>
<td>1:30-2:00pm</td>
<td>1:30-2:00pm</td>
</tr>
<tr>
<td>3:30-4:00pm</td>
<td></td>
<td>3:30-4:00pm</td>
<td>3:00-3:30pm</td>
<td>3:30-4:00pm</td>
</tr>
</tbody>
</table>

Interview Day

I will be able to attend the Interview Day on November 3, 2017. (If you cannot attend, we, unfortunately, cannot consider you for employment.)

YES__________ NO __________
Applicant Questionnaire

Why are you interested in becoming an SI Leader?


What is your definition of academic success?


Describe any previous tutoring/mentoring experience.


Applicant References

Please list two Professional References (no family members) who can speak to your qualifications:

<table>
<thead>
<tr>
<th>First &amp; Last Name</th>
<th>Telephone Number</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First &amp; Last Name</th>
<th>Telephone Number</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Office of Supplemental Instruction
Supplemental Instruction (SI) Leader Instructor Reference Form

The following individual has applied for a Supplemental Instruction Leader position with the Office of Supplemental Instruction. The Office of Supplemental Instruction employs undergraduate and graduate students to serve as Supplemental Instruction (SI) Leaders each Fall, Spring, and Summer semester. The Supplemental Instruction program targets traditionally difficult courses based on a high percentage of withdrawals and final course grades that are a D or an F (DFW) for all sections of a particular course. SI Leaders serve as model students and facilitate SI Sessions. SI Sessions cover course content, engage participants in activities and group work, and integrate learning skills. SI Sessions are open to all students and are not required.

Please evaluate the candidate in the following areas identified below. Only instructors should complete this evaluation. Please complete the form in its entirety and place in a sealed envelope. Instructor evaluations should be submitted with the SI Leader application. In the additional comments section, please add any information you feel would be helpful in the selection process. If there are any questions or concerns, please contact the office at 404-413-2061.

Candidate’s Name: ____________________________

Course(s): ____________________________________

1 - No basis for rating  2 - Below average  3 - Average  4 - Above average  5 - Superior

1) Academic performance and knowledge of subject
   1 2 3 4 5

2) Effective oral communication
   1 2 3 4 5

3) Effective written communication
   1 2 3 4 5

4) Ability to grasp new ideas and convey understanding to others
   1 2 3 4 5

5) Initiative and self-motivation
   1 2 3 4 5
6) Quality of course work
   1  2  3  4  5

7) Dependability and promptness
   1  2  3  4  5

8) Assertiveness and ability to express ideas in an appropriate and positive, constructive way
   1  2  3  4  5

9) Personality, ability to make a positive impression and ability to build relationships with others
   1  2  3  4  5

10) Social sensitivity, tolerance, and understanding of individuals with diverse backgrounds and lifestyles
    1  2  3  4  5

11) Would you recommend this person for a position as a university SI/peer leader?
    ( ) Highly Recommend    ( ) Recommend with reservations    ( ) Do not recommend

12) Please add any additional comments you feel will assist in evaluating this applicant.

Printed Name: _____________________  Signature: _____________________

Department: _____________________  E-mail address: _____________________

Phone Number: _____________________  Date: _____________________