Dear Applicant,

Thank you for your interest in the Huskies Academic Support Center (HASC) Supplemental Instruction (SI) Program. As you may know,HASC SI offers UNDERGRADUTE group-based, peer-led, interactive tutoring and academic support services for students enrolled in 100 and 200 level courses. Based on your past academic performance in a course where SI exists, we would like to invite you to apply to become a Supplemental Instruction (SI) Leader. Please find below a brief program and job description for Supplemental Instruction (SI) Leaders:

SI is an international academic support program offered at NIU.  We attach SI services to “at risk” courses the university has identified as difficult courses for 1st and 2nd year students to successfully complete their first time. We are a voluntary program; therefore, relationship building is essential. SI Leaders take on the role of “model student” and assist students, literally via supplemental instruction, by demonstrating and discussing appropriate actions and strategies necessary for academic success.  SI offers fun, interactive, and group-based support to help student gain a better understanding of course material. Overall, the academic support sessions provide students with opportunities to practice skills as well as engage in peer-led group discussions using activities that facilitate a deeper understanding of course concepts and help students master course objectives. Supplemental instruction offers remote services and in person delivery.

We are seeking **UNDERGRADUATE** students, with a G.P.A of 2.5, preferably 2.75 or higher. Interested students must have successfully completed at least three sequential courses with a ‘B’ or better, although there are some exceptions.  For example, anyone interested in Math 110 must have completed, Math 101, Math 103, Math 104 and 105 & Math 110 or Math 229 and 230 having earned a ‘B’ or higher.  You must be available weekly to attend class or to watch recorded lectures if virtual. We are hiring SILs to serve as “model students,” or to offer drop-in services, or to work with scheduled appointments.

Now that you are more familiar with the SI Program, please complete the official SI application.  You can submit your application (attached with your MyNIU schedule in *calendar view* for spring 2023) and include a one-minute video answering onlythese two questions

1. ***Why do you want to be an SI*?**
2. ***What two methods would you use to keep students engaged while learning?***

Once your application is completed, turn in all documents to [NIUSI@niu.edu](mailto:NIUSI@niu.edu). Thank you for your time and consideration.

Job Description: SI Leader

**SI Leader Qualifications**

1. Junior or senior standing preferred; second-term sophomore is the minimum.
2. An overall GPA of 2.5 or above (preference is 2.75/4.0).
3. A grade of 3.0 or above in the selected course is preferred; prior enrollment with the professor who is to teach the selected course is preferred.
4. Content-competency (determined by the selected course professor).
5. Good interpersonal and communication skills (weekly training provided to help strengthen skills).

**Primary Activities**

1. Attend all class meetings of the selected course, take notes to create SI lesson plans, do homework (sometimes), and read all assigned materials including text and supplemental readings.
2. Conduct 2-5 hours study sessions (e.g., remote or in person) weekly throughout the term using strategies learned through the SI leader-training workshops.
3. Tutor during regular scheduled office hours.
4. Meet with the SI supervisor regularly for debrief sessions.
5. Discuss observations of the SI sessions.
6. Discuss the creation and use of SI session handouts.
7. Discuss the planning of SI sessions and use of a wide variety of learning strategies.
8. Notify supervisor about problems or potential problems.
9. Track, collect, and give weekly attendance reports/session forms of SI participants.
10. Assist SI supervisor in training other SI leaders (depending on employment status with HASC).

Benefits to Becoming an SI Leader

1. Confidence when communicating with others (e.g., clarity and effectiveness, exchanging ideas, etc.)
2. Build listening skills (e.g., listening attentively and patiently, etc.)
3. Build presentation skills (e.g., speaking in front of groups, etc.)
4. Build self-confidence (e.g., communicating with faculty/supervisor, meeting new people)
5. Team building skills (e.g., classroom management, conflict resolution, and respect for diversity)
6. Build facilitation skills (e.g., assessing understanding, redirecting questions technique, promoting independence)
7. Build/enhance study skills (e.g., problem solving, test preparation strategies, time management, name important concepts, concept maps, handouts, etc.)

**Maintenance Activities**

1. Complete necessary personnel paperwork.
2. Attend SI leader training workshop prior to the beginning of each term.
3. Work with the SI supervisor to select proper times and scheduling of SI sessions.
4. Make periodic announcements about the availability of the SI sessions to the students.
5. Ensure that initial SI survey, midterm SI feedback survey and end-of-course surveys are distributed.
6. Collect attendance data for every SI session, including students’ names, course title, instructor’s name, date, and time of SI support.
7. Maintain a professional attitude about matters such as class standards, grades, and student complaints.
8. Model professional attitudes and behaviors to staff, students, and others.
9. Provide your SI supervisor with an up-to-date schedule of your SI sessions.
10. Notify your SI supervisor in advance if you cannot conduct an SI session as scheduled.
11. Maintain regular working hours.

**Supplemental Instruction Employment Application**

**Position Applying for:**

Traditional SI in-class\_\_\_\_\_ SI Drop-In services\_\_\_ SI scheduled appointments \_\_\_ Remote \_\_

**Course Applying for based on competency, please include course level:**

CHEM \_\_\_\_\_\_ MATH\_\_\_\_\_\_\_\_ PSYC 102\_\_\_\_\_\_\_STAT \_\_\_\_\_ SPANISH\_\_\_\_\_

Engineering\_\_\_\_\_\_ CSCI\_\_\_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:** (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last First MI

**Local Address**: Street Name & No.

City State Zip

**Phone Number** (\_\_\_\_\_\_) \_\_\_\_\_\_ - \_\_\_\_\_\_\_\_ **NIU Email: \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Classification**: Freshman \_\_ Sophomore \_\_\_ Junior \_\_ Senior \_\_ Graduate Student \_\_

Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GPA: \_\_\_\_\_\_\_\_\_

**Please attach an unofficial transcript:**

**List any 3 sequential courses and grades received that are relevant to position of interest.**

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**Circle one:** Work-study eligibility? Yes or No

Which option would you prefer to host your SI sessions? In-Person\_\_\_ Remote\_\_\_ Both\_\_\_

**List earlier one-on-one & group tutoring (including virtual) experience: (list subject matter, dates, dept/employer)**

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Extracurricular activities (include hobbies, clubs/organizations, part-time employment, etc.)

What about this position really interest you?

What traits/skills do you have that would make you a great SI Leader?

How can you determine if a student understands course material during the SI sessions?

What do you think are the differences between being a tutor and being an SI Leader?

**Briefly describe your tutoring style/methods.**

**Academic/professional references: (Must include references for position consideration and list any past SIL when possible).**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal reference:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I hereby attest that all the information shared in the application to be truthful and exact.**

Signature | Date

Other application requirements: A 1-minute video of yourself that must include an introduction and a statement about **why you want to become an SI Leader** **as well as share at least two methods or techniques to keep students engaged or motivated while learning.** Please attach your video and a copy of your Spring 2023 schedule in calendar view. Staff will assess your video for communication skills, tone of voice, and personality traits necessary for fulfillment of SI requirements.

If you do not have your Spring 2023 schedule, state this information in the email.

**Please return all applications through email with the application saved as a word or PDF document & attach to this email** [**NIUSI@niu.edu**](mailto:NIUSI@niu.edu)**.**

**Do not CC anyone in the email.**

**If you have any questions, email** [**niusi@niu.edu**](mailto:niusi@niu.edu)**.**

Updated 10/2022