

## **SI Faculty Suggestions**

In order for SI to achieve its highest potential effectiveness, we ask faculty to provide assistance with the following:

### **Before the Semester Starts**

- Get to know your SI leader(s) before the first day of classes
- Contact your leader(s) via e-mail or phone and set up a face-to-face meeting
- Schedule time throughout the semester to meet with your leader(s)
- Meet with the SI coordinator to discuss any concerns before the program begins
- Plan your semester with SI in mind (i.e., allow time for SI announcements during class)
- Provide the SI coordinator with information on textbooks and course materials
- Provide both the SI coordinator and your leader(s) with a copy of the course syllabus

### **1<sup>st</sup> Week of the Semester**

- Allow time for your SI leader(s) to make a brief presentation (5 minutes) to the class
- Allow time for your leader(s) to pass out a survey to the class to determine session times
- Encourage student participation in SI sessions, explaining the benefits of attending SI regularly throughout the semester
- Contact Wayne Elliott ([welliott@monmouth.edu](mailto:welliott@monmouth.edu) / x5622) to request eCampus access for your leader(s), should you use eCampus in your course

### **Throughout the Semester**

- Continue to promote the benefits of attending SI sessions to your students
- Meet with your SI leader(s) regularly to discuss session strategies
- Provide the SI coordinator with exam grades to determine the benefits of SI
- Allow a few minutes in each class for your leader(s) to post SI session times on the board
- Provide your leader(s) with all class materials (i.e., handouts, assignments, etc.)
- Communicate with the SI coordinator regularly ([npontori@monmouth.edu](mailto:npontori@monmouth.edu) / x5345)

### **Last Week of the Semester**

- Allow time for your leader(s) to pass out a survey to evaluate the effectiveness of SI
- Provide the SI coordinator with feedback about the program

**Please note:** The SI leader is NOT available for grading or proctoring exams or papers. SI leaders are paid to attend class, keep up with the material, and run study group sessions.