

Supplemental Instruction (SI) Leader Position Information and Application

SI is an optional resource for students to attend for a variety of courses. Students can attend any sessions throughout the semester for their SI-supported course, and they participate in activities facilitated by the SI Leader. The content covered in SI sessions is specific to the course that the SI Leader is assigned. SI Leaders facilitate three 50-minute sessions per week (see exceptions below in “earnings and time” section). For the Fall 2023 semester, it is planned that SI sessions will be facilitated in-person at the Academic Resource Center (ARC) located in the Iowa Memorial Union (IMU) or in the Seamans Center (SC) for Engineering courses.

General Job Description:

- Help students learn how to master course content in a group setting by facilitating engaging, collaborative activities to deepen understanding of lecture material.
- Implement strategies to encourage and foster students’ development as independent learners.
- Work with students in a small and/or large group setting to develop academic skills (e.g. notetaking, organizational skills) and learning strategies for success.
- Create a friendly, supportive, positive, and inclusive learning environment.
- Attend all class meetings of the selected course to take notes and serve as a positive role model; if course is virtual and asynchronous, you are expected to review & understand all lecture material.
- Create lesson plans for each session and submit weekly.
- Facilitate three SI sessions per week.
- Attend all required training sessions and meetings (e.g. all-team meetings, individual meetings with supervisor, and individual/group meetings with faculty).
- Complete all administrative responsibilities on time (e.g. check-in surveys, lesson plans, timecards).
- Keep supervisor informed about sessions and involved in the development of learning materials.

Earnings and Time:

- All new Leaders begin at \$13.00/hour.
- SI Leaders work 10 hours per week*, which includes 3 hours for lecture, 3 hours for SI sessions, and 4 hours for planning & meetings (see exceptions below) during the semester (except finals week and university holidays).
 - Engineering Fundamentals I: Statics and Public Health Science– 9 total hours per week
 - 2 hours for lecture, 3 hours for SI sessions, 4 hours for planning & meetings
 - Mathematics for the Biological Sciences –10.5 hours per week on “A” weeks, 11 hours per week on “B” weeks
 - 3 hours for lecture, 3 hours for SI sessions, 4.5-5 hours for planning & meetings (participation in weekly prep meetings with faculty)

Meetings

- SI Leaders will have biweekly 1:1 meetings with their supervisor, biweekly 1:1 meetings with their course’s professor (see exceptions below), and three all-team meetings in the fall*.
 - SI Leaders for Mathematics for the Biological Sciences for the Fall 2023 semester will attend a weekly prep meeting alongside the Learning Assistants (LAs) for the course instead of their biweekly faculty meeting. You will need to be available for a set meeting time, as follows:
 - MATH:1440 – Fridays 10:30-11:20 AM

Fall 2023 All-Team Meeting Dates (*required for all leaders – mark your calendar now):

- Sunday, September 17th 6:00-7:30 PM
- Sunday, October 15th 6:00-7:30 PM
- Sunday, November 12th 6:00-7:30 PM

Session Scheduling

All SI Leaders are expected to facilitate one session on Sundays OR one in the evening (5:00 PM or later) Monday through Thursday.

Qualifications for the positions:

- Enrolled as a full-time, undergraduate student at The University of Iowa for Fall 2023.
- Minimum of 3.33 cumulative UI grade point average.
- Completed the course(s) interested in at the University of Iowa and earned a grade of an “A” in the course(s).
- Excellent interpersonal communication, organizational, and administrative skills.
- Ability to relate to and work with students with various learning levels.
- Available to attend training on Tuesday, August 15th, Wednesday, August 16th, and Thursday, August 17th (hold 8:00 am-5:00 pm on all three days). All Leaders should plan on in-person training and need to have the ability to be in Iowa City on all three days. We will let you know the specifics (days, times) over the summer. **Training is required and you are paid for your time at training.**

SI Leader Application

Preferred Name (First and Last): _____ Pronouns: _____

Student ID #: _____ Cell Phone #: _____

University Email Address: _____ Current year in school: _____

Number of semester hours completed after Spring 2023: _____ Overall UI GPA: _____

Major/Minor: _____

Are you employed elsewhere on campus? Yes No

If yes, where? _____ Average number of hours per week: _____

Reference: Please list one University reference. It cannot be an undergraduate student.

Name: _____ Department: _____

Phone Number: _____

Email Address: _____

I can attend all of PLUS & SI Leader training on Tuesday, August 15th, Wednesday, August 16th, and Thursday, August 17th, 2023. Training times are being finalized. Again, we ask that you hold 8:00 am-5:00 pm on all three days, however, training will not be a full day on any of the three days and we may not use all three days. We will let you know the specific times over summer break. **Training is required for all SI Leaders.** You are paid for all of training.

Yes No

Course Interests

Indicate below which course(s) you are interested in for Fall 2023 (all of these are anticipated; cannot guarantee them at this time). To be eligible, you must be able to attend the course lecture. If a course has multiple lecture times noted, please highlight the time or times you are available to attend. Remember that you need to have an “A” grade in the course, as well as have completed the course at the University of Iowa to be eligible and considered.

Department	Course	Lecture time(s)	<input checked="" type="checkbox"/>
PUBLIC HEALTH	Public Health Science (CPH:1600)	3:30-4:20 PM MW	
ENGINEERING	Engineering Fundamentals I: Statics (ENGR:2110)	10:30-11:20 AM MW 2:30-3:20 PM MW	
MATHEMATICS	Mathematics for the Biological Sciences (MATH:1440)	2:30-3:20 PM MWF	
	Engineer Math I: Single Variable Calculus (MATH:1550)	10:30-11:20 AM MWF 12:30-1:20 PM MWF	
PHYSICS	Introductory Physics II (PHYS:1612)	10:30-11:20 AM MWF	

Please respond to the following three questions. Please type out your responses and include them with your application:

- What three strategies have you found most effective in your academic success?
- As a student at Iowa, how have you utilized academic support resources (teaching assistants, office hours, Supplemental Instruction, tutoring centers, etc.) to enhance your academic experience? What stands out to you as hallmark traits of effective and supportive academic resources?
 - If you have not used academic support resources, please explain why you have not utilized support and what you believe the hallmark traits of effective and supportive academic resources to be.
- Please explain why you are interested in becoming a Supplemental Instruction (SI) Leader and what you are hoping to gain in the position. Please write 2-3 paragraphs to fully answer this last prompt.

Availability for Fall 2023:

Please indicate your availability (within the daily time frames) for Fall 2023. Please only indicate times that you are available consistently from week to week.

Sundays (11:00 AM-8:00PM)	Mondays (9:00 AM-9:00PM)	Tuesdays (9:00 AM-9:00PM)	Wednesdays (9:00 AM-9:00PM)	Thursdays (9:00 AM-9:00PM)	Fridays (9:00 AM-5:00 PM)

By signing this application, I hereby authorize University College at the University of Iowa to obtain from the Registrar’s Office academic information protected by laws governing student educational records in order to verify my academic standing. The items specifically to be released are the cumulative and semester University of Iowa grade point average and individual course grades. University College will keep this information confidential and will not disseminate it without my authorization.

I certify that all the information given on this application is true and correct to the best of my knowledge. I understand that any misrepresentation or omission of facts on my part will be justification for separation from University College if employed. I understand that my employment is contingent upon completion of the Employment Eligibility Verification Form (I-9) and any other pertinent information (including criminal background checks). I authorize University College to check my references where otherwise indicated on this application. Continued employment is “at will” and may be terminated at any time by either the employee or employer.

(Signature)

(Date)

The University of Iowa requests this information for the purpose of processing your employment application. No persons outside the University are routinely provided this information, except for items of directory information such as name and local address. If you fail to provide the required information, the University may not consider your application. The University does not discriminate in its educational programs and activities on the basis of race, national origin, color, religion, sex, age, disability, or veteran status. The University also affirms its commitment to providing equal opportunities and equal access to University facilities without reference to affectional or associational preference. For additional information on nondiscrimination policies, contact the Coordinator of Title IX, Section 504, and the ADA in the Office of Affirmative Action, Telephone (319) 335-0705, 202 Jessup Hall, The University of Iowa, Iowa City, IA 52242-1316.

SUBMIT COMPLETED APPLICATIONS TO:

Stephanie Huntington –via e-mail to stephanie-huntington@uiowa.edu

Applications are accepted on an ongoing basis, and we will continue to accept applications until all positions are filled.

After application review, selected candidates will be invited to interview.

Contact Stephanie Huntington (stephanie-huntington@uiowa.edu) with questions.