



# Tutorial Services

## Supplemental Instruction (SI) Job Description – Student Salary

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### Basic Function and Responsibilities

- Attend all class meetings of the selected course, take notes, read all assigned materials, and take all tests.
- Ascertain course requirements and maintain contact throughout the term with course professor and SI supervisor.
- Schedule and conduct a minimum of three one-hour study sessions per week throughout the term.
- Arrange and facilitate regular, outside-of-class study sessions throughout the term.
- Prepare handouts, activities, and agendas for study sessions.
- Provide extra sessions as necessary prior to exams and during finals week.
- Collect attendance data for every study session, which include student name, course title, date and length of session.

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- Must it 65-3 Application Checklist

- Application, tutor course list, and projected schedule
- Faculty recommendation form (1 from each subject)

For questions, contact Melissa Hoffner  
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