

Supplemental Instruction Policy

What is Supplemental Instruction? Supplemental Instruction (SI) is a tutoring service in which a former student returns to a class as an expert peer tutor. SI leaders attend all lectures and conduct 1-2 weekly review sessions.

Who may become an SI leader? SI leaders are students who have taken and excelled in the course in question at Chatham University. Students must have earned a minimum final grade of B in the course, though A grades are preferred. SI leaders must have an overall cumulative GPA at Chatham of 3.0 or higher, and must be recommended by a faculty member that has taught the course.

What are SI leaders expected to do?

- Actively attend all lectures (and lab sessions whenever possible) in order to stay connected to the class and to anticipate areas for reinforcement or clarification when meeting with students.
- Invite students from the class to attend a weekly review session (of 1 to 2 hours) to clarify any content, comprehension, or studying-related issues students may be having. SI leaders should hold at least 2 2-hour sessions per week in order to give students options to fit their schedules.
- If needed, reserve a study room in the JKM library for weekly SI sessions.
- Have a general plan for each SI session, but be prepared to let students ask questions as needed.
- Track attendance at each review session using the PACE Online scheduling system.
- Actively tutor students during class as permitted by the instructor.
- Communicate regularly with the instructor to establish class norms and to work as a team for the benefit of students
- Follow all University policies and regulations regarding academic integrity, student conduct, etc.
- Complete the Peer Tutor Training course offered through the PACE Center. This can be done by enrolling in and completing the 1-credit SDE140 course, OR by attending an all-day training at the beginning of the semester and participating in corresponding online activities.
- Attend regular professional development meetings with PACE Center staff and communicate regularly with the PACE Center Coordinator.

What are SI leaders not allowed to do?

- Grade papers or have access to individual students' grades
- Proctor exams or quizzes
- Set up lab equipment or clean up lab space
- Prepare lecture material for the instructor
- Teach the class in lieu of the instructor