

ACADEMIC CENTER FOR EXCELLENCE SUPPLEMENTAL INSTRUCTION PARTICIPATION GUIDELINES



Communication with the SI Leader is important. Students should be aware of their Blackboard messages and/or student emails. SI Leaders rely on Blackboard messages to relay important information that is beneficial to students. In addition to Blackboard messages, SI Leaders are available via email. Please allow 24-48 hours for the SI Leader to respond.

Refer to tutoring if students cannot attend a session. SI Leaders are also available for one-on-one tutoring during certain hours. However, students should be aware that each SI Leader's tutoring schedule varies depending on their own class and SI schedule. A student can schedule a one-on-one tutoring session with other ACE tutors if the SI Leader's schedule does not align with the student's.

SI Leaders will NOT re-lecture, give out copies of their notes, or work on homework assignments. SI Leaders are meant to provide additional guidance, explanations, and/or similar examples about the course content, but will not provide direct answers. Students are also responsible for taking notes during the SI session. Handouts may be provided, but copies of notes containing answers or explanations will not be provided.

SI Leaders will NOT be able to cover all the course content during SI sessions. Midterm and Final exam review sessions are typically 1-2 hours long. Students should be aware that these sessions are not long enough to cover all course content learned up until the time of the sessions. Students should spend additional time studying for midterm and final exams outside of the exam review sessions.

Instructors will NOT attend SI sessions. Instructors do not attend SI sessions and are unaware of when students attend and how they perform in SI sessions. If the instructor provides extra credit for SI attendance, at the end of the semester, the instructor will receive a list of each attendee's name and the number of sessions they attended. Verify if the instructor provides this extra credit. Otherwise, student attendance is completely anonymous to the instructor.

Students should come prepared to all SI sessions. Students are responsible for having assigned readings done by the time of the SI session. SI sessions are meant to help students deepen their understanding of the course material. When students do not read beforehand, the session focuses on catching up with the reading rather than on applying the information from the reading, and thus, the efficiency of the session is diminished.

Student participation is highly encouraged. SI sessions are designed to encourage students to participate in discussions about the materials learned in class. If students are confused about a particular topic, want something clarified, or have ideas that could be expanded on, then SI sessions are the perfect place to voice their thoughts without any fear of judgment. *Evidence from TutorTrac showed that those who attend SI sessions make better grades than those who do not and that those who attend the most sessions make better grades than those who attend fewer sessions.*

Students should fill out surveys and provide feedback when the SI Leader asks for it. SI Leaders will periodically send out surveys to students. Student feedback is extremely beneficial to the SI program, so students should take time to fill out surveys/evaluation forms their SI Leader provides in order to improve future SI sessions.