

# ECC Supplemental Instruction Program

## Instructor and SI Coach Partnership

In order for the SI partnership to operate successfully, the instructor and the SI Coach should each have an understanding of his or her role. SI should be viewed as enhancement for students at every level, not just for the C-F students. The A and B students attend SI sessions to reinforce their knowledge and to help lead other students in the SI sessions.

### Instructor Role

SI is not intended to add an extra workload. SI should be a smooth integration into the natural progression of your course throughout the semester.

- **Coaches are not teacher's assistants (TA).** The function of an SI Coach is to assist students with course content in the classroom and in the SI sessions. The SI Coach job-function does not include making copies, proctoring tests, grading papers, recording grades, passing back graded papers, taking roll. Please refer to your division office to request a TA to assist with these functions. The Coach does not create worksheets/quizzes/or tests for the instructor and should not be used to 'keep-an-eye-on' or lecture to students while the instructor is not in the classroom.
- **Coaches should not have knowledge of student grades.** That is confidential and can create a bias for the coach.
- **Be an active advocate of SI by regularly encouraging all students to attend SI sessions.** Students are greatly influenced by your words and actions. Students at all levels benefit from participation in SI sessions by discussing: \*Principles, processes, and practices \*Lecture content and course readings \*Assignment planning \*Exam revision.
- **Meet with your Coach on a weekly basis** to discuss specific issues, content, or activities to be covered in SI sessions. It is also an opportunity to discuss the specific challenges students are having with the course content. This connection is critical and should not be avoided. The meetings can take place at a time that best suits the partnership. While the Coach is automatically paid for 30 minutes, the meeting can be as long or as short as you are comfortable with.
- **Allow time in-class for the Coach to verbally and physically promote SI in class on a regular basis.** Attendance in SI sessions is voluntary and therefore needs to be continuously promoted to maximize student participation. Writing the SI session agenda on the board, passing out flyers, and a '60-second shout-out' of the upcoming exam-review are all common methods of promotion.
- **Allow the SI Coach to have a copy of your syllabus so that the SI sessions are planned accordingly.**
- **Include information about SI in the course syllabus.** This is not mandatory, but strongly suggested.
- **Help maintain an awareness of SI in the classroom and in your office.** Your Coach will post a flyer outside your office.

### Coach Role

- **Help the students with course content in the class during activity time.**
- **Plan and facilitate SI sessions.** Use interactive learning strategies rather than lecturing.
- **Attend all class lectures for the semester.** Take notes and pay attention to what students may be having difficulty with.
- **Promote SI sessions in the classroom, both verbally and physically.** Write the upcoming SI session agenda on the board, pass out flyers, make verbal announcements.
- **Attend weekly staff meetings and ongoing training.**
- **Meet weekly with your instructor.** Discuss student learning, mock exams, and SI session plans.
- **Demonstrate good learning strategies.** Infuse study skills and learning strategies into the SI sessions.
- **Maintain a professional attitude** with behaviour, confidentiality, and punctuality.
- **Do not give students enrollment advice.** Do not give your opinion on whether the student should drop or add a class. Do not 'check' their educational plan or suggest what classes to take next semester. Refer them to the instructor and to the counselling office instead.