

## SI Leader Contract Spring 2018

I, \_\_\_\_\_ agree to be an SI Leader for Professor(s)  
\_\_\_\_\_ (and \_\_\_\_\_) throughout /Spring 2018.

I also agree to:

- Check my email **every other day** (and respond when necessary) for important communication from my Coordinator.
- Attend the initial SIL training to prepare for the semester.
- Participate in ALL MANDATORY in-services and arrive on time.
- You are allowed to have one excused absence for the In-Service unless an emergency occurs.
- Attend all classes and SI sessions, acting as a model student at all times.
- Miss no more than one class session and cancel no more than one SI session over the course of the semester.
- Promote my SI sessions through announcements in class and other PR.
- Prepare for my sessions by incorporating SI meeting activities/training into my plans.
- Facilitate two or three one hour, SI sessions each week.
- Arrive on time and in my assigned room for all SI sessions.
- Fill out planning/sign-in sheets properly and submit them to the SI Coordinator every Friday.
- Fill out my timesheet properly (last four digits of SSN, signed, dated for last day worked, no work on holidays, no work over 8 hours (including a split between two on-campus jobs) per day, initialed by my instructor(s) and submit it by the due date each month.
- Notify the class, my professor, and the coordinator as soon as a session's time or location changes.
- Meet with the SI coordinator for observation feedback after each observation.
- Be in contact with the professor on a weekly basis.
- Complete three observations of other SI leaders in order to learn new skills and provide feedback--one during the first three weeks of class, a second during the next fifth weeks of class, and the last one during the next tenth week of class.
- Share ideas for sessions and advertising with other SI leaders and be a team player.
- Be positive and enthusiastic about the SI program.
- Be open to new ideas and suggestions for improving sessions.
- Give 2 weeks' notice if you need to terminate employment.

I also understand that there are various consequences for failure to fulfill the requirements of this contract; for example, I may receive verbal/written warning(s), my position as SI leader may be terminated, and I will forfeit any benefits derived from this experience.

SI Leader Signature \_\_\_\_\_ Date \_\_\_\_\_