



## Supplemental Instruction Faculty Request Form

If you are interested in having SI assigned to your class(es) for the coming semester, please complete this form and e-mail it back to me, or print and send it via campus mail (mail-stop Y-3). Funding for this program is limited, but I will do my best to accommodate your request.

Faculty Name: \_\_\_\_\_ Department: \_\_\_\_\_ Ext: \_\_\_\_\_

Please lists the class(es) for which you would like SI (no more than 3). Please include as much information as possible (time/day/section #).

Name of Class <i>E.g. Math 70</i>	Day(s) Class Meets <i>Mon &amp; Wed</i>	Time of Class <i>8:30-10:00 am</i>
1)		
2)		
3)		

Name of student(s) whom you would like as your SI Leader for this course (your recommendation will be taken into consideration by the SI Program Coordinator). If you would like to recommend a student who is NOT currently an SI Leader, any available contact information for that student is helpful!

**Student Name:** \_\_\_\_\_ **Contact Info (if available):** \_\_\_\_\_

- 1)
- 2)
- 3)

**Please read the following agreement and sign your name below:**

Faculty agrees and understands that SI requests *do not guarantee* an SI Leader. SI approval is based on, but not limited to, availability of funds, course retention and success rates, and availability of potential SI Leaders. The SI Coordinator will consider all faculty recommendations and try to accommodate as many requests as possible. The SI Coordinator will advertise for open positions at local colleges and universities, and faculty input is always appreciated and considered.

Faculty agrees and understands that SI Leaders are hired, trained, and paid through the Learning and Academic Resources Department, and the SI Leader’s responsibility is not limited to class attendance and SI sessions. In addition to attending class and conducting SI sessions, the SI Leader is obligated to perform other duties as well; if these duties are not performed, according to standard, the SI Coordinator reserves the right to terminate the SI Leader at any time.

Faculty agrees and understands that the SI Leader is not a “teaching assistant” or any other type of “personal assistant,” and the SI Leader exists solely as a student resource. The SI Leader is not to grade any assignments or exams, take attendance, teach class, or perform clerical duties, such as copying syllabi or classroom materials for the instructor. If any of these or similar activities are performed, the instructor will lose the SI Leader.

Faculty also agrees and understands that it is his/her responsibility to provide a desk copy of the text and any necessary class materials to the SI Leader.

I have read the above and understand and agree to the above listed provisions:

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Thank you for taking the time to fill out this form!**  
**Please e-mail back ([c2glover@lbcc.edu](mailto:c2glover@lbcc.edu)) or send via campus mail to Chris Glover, Y-3.**