



Thank you for collaborating with Academic Center for Excellence (ACE) – Academic Support’s Supplemental Instruction (SI) Program. We look forward to supporting your course through SI. Please read the following below to acknowledge the roles and responsibilities of SI Leaders and expectations for faculty.

SI Leader Roles and Responsibilities

SI Leaders may conduct the following duties:

- Attend class (must)
- Tutor students during class and outside of class
- Answer students’ questions in class (with instructor’s permission)
- Assist instructor with student group work during class (with instructor present)
- Distribute non-graded handouts or assignments
- Meet with instructor and course students via email, Blackboard course messages, or in person
- Prepare handouts, informal quizzes, and other learning aids for SI sessions.
- Reach out to students who are struggling to attend SI sessions (with instructor’s guidance)
- Maintain and track student progress in classes.

SI Leader may not conduct the following duties:

- Instruct or deliver class lectures
- Prepare presentations for lecture
- Grade student work or distribute graded papers
- Construct exam items
- Take class attendance
- Proctor examinations
- Create course plans, class assignments or other class materials (i.e. syllabus, answer keys, etc.)
- Record grades and/or inform students of their grades

Faculty Support

In collaborating with ACE – Academic Support’s SI Program, we kindly ask faculty to support the implementation of SI in their course in the following manner.

- Communicate with their SI Leader throughout the semester in a mutually agreed upon manner (in person, email, virtual, office hours, etc.)
- Promote SI sessions and encourage students to attend sessions regularly
- Notify SI Coordinator of any concerns with SI Leader (i.e. absence(s) in class, missed SI sessions, unresponsive to communication efforts, etc.)
 - Contact Jennipher Ambrose at 956.326.2920 or jennipher.ambrose@tamiu.edu
- Recommend qualified candidates who could be SI Leaders (see “Submit Referral Form for SI Leaders” on our ACE website: <https://www.tamiu.edu/uc/ace/faculty-resources.shtml>)