1. **Don't Over Commit Yourself:** Leave extra time in your schedule to prepare for exams and complete projects. For example, start with three SI sessions and add two more sessions as the SI group grows and your schedule allows, so you can maintain regular session hours.

2. **Instructor Meetings:** Meet with your instructor at least once a week. Share any handouts, materials, or practice exams with the instructor before you use them in your sessions.

3. **SI Training:** Complete assignments before each class meeting. Follow the guidelines for completing sections of the training packet before introducing yourself as an SI Leader or having SI sessions.

4. **Be a Model Student:** Be on time for class; take note of difficult topics and develop session plans to address these topics and complete difficult problems or homework before your sessions.

5. **Sit in a Different Seat:** At each class meeting, show the other students that you are approachable by introducing yourself to the students around you before and/or after class.

6. **Class Participation:** Do not answer questions the instructor poses to the class—give the other students a chance. Do only those activities that any other student would be asked to do in class.

7. **Market Your SI Leadership:** Be friendly during class! Post your SI session times and possible session topic on the board each time you are in class. Hand out slips of paper with your schedule and email address, or you can create a temporary email address such as Biology42SISpring13@hotmail.com and forward it to your regular account.

8. **SI Sessions:** Introduce yourself as the SI Leader to new participants; survey students for their questions; set an agenda; lead (not teach) by redirecting questions and keeping on task; using class materials, collaborative learning techniques, learning strategies, and provide closure to sessions.

9. **Learning Strategies:** Use Session Strategies from your SI Leaders’ Manual at every session and include study skills at every opportunity. Students will continue to attend sessions if the sessions have value and meaning to them (for example, provide learning techniques for shortening study and/or homework time while increasing understanding.)

10. **Class Material:** Plan your sessions to have students use class textbooks, handouts, and notes as much as possible.

11. **Other campus resources:** Help students connect with campus resources such as counseling, tutoring, and financial aid. Your job is to lead SI sessions, so when students needs tutoring, help them get a tutor.

12. **SI Supervisor:** Notify the course instructor about any schedule changes or potential issues. Be sure to document SI work hours and sessions.