1. **Identify High-Risk Courses, Not High Risk Students:** Work in collaboration with Grant managers/funding sources to identify which courses are eligible for SIs.

2. **Promote the SI Program:** Ensure that instructors of eligible courses are aware of SI opportunities. Collect and compile days and times of scheduled SI sessions and make information available to potential students.

3. **Secure, Maintain and Educate Faculty:** Provide ongoing assistance and problem solving for faculty. Serve as a mediator for faculty/SI disputes.

4. **Hire and Train SI Leaders:** Ensure that SI leaders participate in the SI Leader training course offered through the Tutorial Center. Educate SI Leaders about payroll and timekeeping procedures. Review SI Leaders’ work hours, session plans, and attendance sheets throughout the term.

5. **Organize And Conduct Regular Meeting With All SI Leaders.**

6. **Maintain Morale of SI Leaders:** Help troubleshoot/support the SI Leader and course instructor in issues of low attendance or poor instructor engagement.

7. **Evaluation of SI Leaders and Assessment:** Observe, critique sessions and provide training throughout the term. Administer End-of-Term Surveys in selected courses. Compare performance of SI to non-SI groups. Provide reports to campus faculty and administrators. Use a rubric to analyze the effectiveness of the SI Program and identify weakness or problems in the SI Program and collaborate with instructors, other supervisors, and the Tutorial Services Coordinator to solve them or make recommendations to improve program effectiveness.