Supplemental Academic Support Checklist

BEFORE YOU START

Have you…

- Send your Online Tutor Training Certificate to Emile.bradshaw@rcc.edu
- Provided your one-on-one tutor schedule to Emile.bradshaw@rcc.edu

STUDY-GROUPS & GROUP TUTORING SESSIONS IN-PERSON

SESSIONS ARE LIMITED TO 1 HOUR PER WEEK: if you need more time contact the SI COORDINATOR

Before you start your sessions

- Email or contact your professor at the start of the semester. Obtain the class syllabus, ask about your professor's expectations for you as an SI. Report these hours in your Accountability Sheet.

- Attend class to determine the best time to host your study/group sessions based on your availability and most of the student's availability.

- Complete the Study/Group Sessions Room Request Information Form:
  https://forms.office.com/r/sD6xHq49fA

Holding Study & Group tutoring sessions

- Take 1 hour a week to prep for Study-group sessions. (This is not applicable to group tutoring).

- Make sure that all students who attend Study/Group tutoring sessions sign the SIGN-IN-SHEET. Copies can be found in MLK 232 or on the SI webpage.

- Upload your SIGN-IN SHEET and your ACCOUNTABILITY SHEET to the online weekly report (https://forms.office.com/r/3g20far3D1) by Friday 4pm each week!
  Copies of the Sign-in-sheet and Accountability sheet can be found in MLK 232 or on the SI webpage.

NURSING STUDY-GROUPS & GROUP TUTORING SESSIONS <u>VIA ZOOM</u>
SESSIONS ARE LIMITED TO 1 HOUR PER WEEK: if you need more time contact the SI COORDINATOR

Before you start your sessions
- Email or contact your professor at the start of the semester. Obtain the class syllabus, ask about your professor's expectations for you as an SI. Report these hours in your Accountability Sheet.

- Poll your students. Determine the best time to host your study sessions based on your availability and most of the student's availability.

- Complete the Study Sessions Room Request/Information Form to list when you are holding your sessions via zoom https://forms.office.com/r/sD6xHq49fA

Holding Study & Group tutoring sessions
- Take 1 hour a week to prep for Study-group sessions. (This is not applicable to group tutoring).

- Record your zoom session.
- Upload your SIGN-IN SHEET and your ACCOUNTABILITY SHEET to the online weekly report (https://forms.office.com/r/3g20far3D1) by Friday 4pm each week!
  Copies of the Sign-in-sheet and Accountability sheet can be found in MLK 232 or on the SI webpage.

EMBEDDED TUTORS & CLASS ROLE MODELS

Before you start your sessions
- Email or contact your professor at the start of the semester. Obtain the class syllabus, ask about your professor's expectations for you as an SI. Report these hours in your Accountability Sheet.

Holding in class sessions
- Document your hours after each session on your WEEKLY ACCOUNTABILITY SHEET.
  Copies can be found in MLK 232 or on the SI webpage.

- Upload your recording if your session was via Zoom.

- Upload your SIGN-IN SHEET and your ACCOUNTABILITY SHEET to the online weekly report (https://forms.office.com/r/3g20far3D1) by Friday 4pm each week!
  Copies of the Sign-in-sheet and Accountability sheet can be found in MLK 232 or on the SI webpage.

COMPLETE YOUR TIMESHEETS BY THE LAST DAY WORKED OF THE MONTH
- Make sure that you are logging your hours daily on your timesheets in addition to completing your weekly reports.
- Ensure that your hours are correct and match what was reported weekly.
- Sign, date and return it to the SI Coordinator by your last day worked for the month. Email as an attachment is Ok too.
  Copies of the SI TIMESHEET sheet can be found in MLK 232 or on the SI webpage