CHECKLIST
Supplemental Instruction Leader/Embedded Tutor and Faculty Shared Checklist

COMMUNICATION

☐ Make a structured communication plan.

☐ What are the acceptable ways to reach one another?
Consider all possibilities: Phone, Text, Email, Office Hours, Zoom, Teams, Canvas… Remember to always keep it professional!

☐ How often should you meet?
Once a week, bi-weekly, monthly? These can be quick and informal but are very important! We recommend informal 15-30 minute bi-weekly meetings.

☐ Whose responsibility is it to communicate to the students that they have added support?
Faculty, SI Leader/Embedded Tutor, both?

☐ How and how often should this be communicated?
Canvas, group emails, group communication apps, Teams chat, etc. Think about reminders before tests, quizzes, assignment due dates…

COLLABORATION

☐ In-Class Announcements
Does your SI leader or embedded tutor have access to send Canvas notifications? Do you have a review or approval process for this?

☐ Data Sharing
Can your SI leader or embedded tutor have access to grade data? This can be helpful to know if student's needs added or to adjust support to be successful.

☐ Resource Sharing
Does your SI Leader/Embedded Tutor have access to your course materials: textbooks? Are test/quiz examples available to them?

☐ Calendars
Are SI or embedded tutoring hours in Canvas Calendars and/or course syllabi?

MANAGING PERFORMANCE

☐ Set Clear Expectations
Write out and monitor goals, performance expectations, specific duties, outcomes, etc.

☐ Reward for Doing a Good Job
If your SI Leader/Embedded Tutor has done something you like – Tell them (& cc their coordinator – we love seeing these)! A little goes a long way and encourages them to do more of the same.

☐ Evaluate Performance and Share Feedback
Set up meetings specifically to talk about what you want to see more of or what could be improved. We recommend twice a formal evaluation 1-2 times per semester. We will provide you with an evaluation form at the beginning of the term.

☐ Communicate with the TLC Early and Often if there are Concerns
We need to know if there are ever any serious concerns after you've tried to address issues with your SI leader/Embedded Tutor. We can't have the conversation if we're not aware. Email tlc@shastacollege.edu

FLEXIBILITY

☐ Be Open-Minded, Optimistic, and Assume Good Intent
Remember you're SI Leader/Embedded Tutor are often students themselves and might have familial responsibilities. Ask them to come to you if they're overwhelmed or struggling to be available.

☐ Allow for Creativity
Let your SI Leader/Embedded Tutor know if you'd like to see them take initiative with content and communication. Consider allowing them to have their own canvas page, use quizlets and other technology, record videos, etc. to solidify concepts.

REMEMBER: FOR A SMALL TIME COMMITMENT THE BENEFITS FOR YOU AND THE STUDENTS ARE TREMENDOUS!