

WRITING 113 SUPPLEMENTAL INSTRUCTION (SI) JOB DESCRIPTION

**Learning Resource Center-Supplemental Instruction 113
Bayramian Hall 408**

What is Supplemental Instruction for Freshman Composition 113?

University 61 & 62 classes, Supplemental Instruction (SI), are peer-facilitated group study sessions designed to help students scoring between 120 and 141 on the English Placement Test. SI leaders attend the lecture section of the class, read the assigned material, and work with the professors. SI sessions focus on supplementing instruction in critical thinking and reading, as well as developing writing skills such as structuring essays, creating effective paragraphs, writing accurate paraphrases, documenting research, etc.

What are the Supplemental Instruction Leaders' responsibilities?

SI leaders are responsible for attending class meetings for the selected ('target') course, planning and facilitating SI sessions throughout the term using strategies learned through the SI leader training workshop, and attending bi-weekly meetings.

What are the benefits of being an SI leader?

SI is a paid position. SI is also an opportunity for students to improve their communication skills, gain experience in working with peers, strengthen skills in a given academic subject, and gain professional experience. Being an SI leader is a great opportunity for anyone who is interested in teaching

Prerequisites to Employment

- Enrollment at CSUN (minimum 6 units)
- Must have an overall GPA of 3.0 or higher
- Must have demonstrated a high degree of success in a composition course or the equivalent
- Available for regularly scheduled meetings (mandatory)
- Two letters of recommendation (use forms)
- Copy of Unofficial Transcripts

How can I apply to be a 113 SI leader?

113 SI leaders are hired every spring semester. Please e-mail Anne Kellenberger, SI Coordinator for Writing, to make an appointment. You will need two letters of recommendation and a copy of your unofficial transcripts.

**For more information contact:
Anne Kellenberger, Ph.D.
SI Coordinator –Writing
anne.kellenberger@csun.edu**

**Learning Resource Center
Bayramian Hall 408
Phone: (818) 677-2033**

EMPLOYMENT APPLICATION

Learning Resource Center– Writing 113 Supplemental Instruction
Bayramian Hall 408

DATE APPLIED _____											
NAME _____	STUDENT ID _____										
EMAIL _____											
PERMANENT ADDRESS _____	LOCAL ADDRESS _____										
CITY/STATE _____ ZIP _____	CITY/STATE _____ ZIP _____										
PHONE _____	CELL PHONE _____										
ACADEMIC INFORMATION	MAJOR _____	EXPECTED GRADUATION DATE _____									
	CUMULATIVE GPA _____	CLASS STANDING _____									
	List the most recent writing-intensive courses and indicate the grade you earned.										
	<table border="1"><thead><tr><th>COURSE</th><th>GRADE</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>	COURSE	GRADE	_____	_____	_____	_____	_____	_____	_____	_____
COURSE	GRADE										
_____	_____										
_____	_____										
_____	_____										
_____	_____										
AVAILABILITY	How many units are you taking or plan to take? _____										
	How many hours would you like to work? _____										
	Are or will you be working elsewhere on campus? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how many hours? _____										
WORKSTUDY	Have you been awarded federal work-study funds? YES <input type="checkbox"/> NO <input type="checkbox"/>										
	If yes, how much per semester? _____										
REFERENCES	Check off the areas in which you have had experience: List three academic references. (Use the attached recommendation forms for your formal references)										
	NAME/TITLE	ADDRESS/DEPARTMENT									
	_____	_____									
	_____	_____									

SI-WRITING NAME _____ POSITION: Writing 133 SI

PERSONAL STATEMENT

In the space below, briefly explain why you think you would make an effective SI Leader:

To complete your application, submit the following:
A. TWO LETTERS OF RECOMMENDATION (Use the two forms attached to this application.)
B. A COPY OF YOUR OFFICIAL OR UNOFFICIAL TRANSCRIPTS.
C. A BRIEF WRITING SAMPLE

I hereby certify that all statements made are true to the best of my knowledge and belief. I understand that my stated pre-employment qualifications are subject to investigation and I hereby authorize the Learning Resource Center to investigate any and all information on this application. I understand that any false statements appearing on any employment form will be sufficient cause for immediate dismissal.

Signature of Applicant

Date

SI – WRITING TUTOR RECOMMENDATION

Learning Resource Center-Supplemental Instruction
Bayramian Hall 408

Date _____

Student Name: _____

Student ID: _____

To Recommender:

The above named applicant has applied for a position as an Instructional Student Assistant for the program in the Learning Resource Center. As an SI Leader, the applicant will conduct group sessions offering additional help and guidance to first-year students receiving instruction in specially designated sections of Freshman Composition. Please complete this form and make any comments you deem appropriate.

You may return this form via the applicant or campus mail (mail drop 8325). If you are off campus, address your letter to:

California State University, Northridge
Learning Resource Center
18111 Nordhoff Street
Northridge, California, 91330-8325

If you have any questions or comments, our telephone number is (818) 677-2033.

Course(s) this student has taken from you:

COURSE	SEMESTER	FINAL GRADE
_____	_____	_____
_____	_____	_____
_____	_____	_____

How long have you known the applicant and in what capacity?

Rate the student's ability as a writer (circle answer):

Excellent Good Fair Poor

Rate the student's ability communicate verbally (circle answer):

Excellent Good Fair Poor

Rate the student's maturity and leadership skills (circle answer):

Excellent Good Fair Poor

Additional Comments:

Recommender's Signature

Recommenders Name (please print)

Title & Department

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Learning Resource Center-Supplemental Instruction
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