

JOB DESCRIPTION

What is Supplemental Instruction for Freshman Composition 113/115?

University 60, 61, and 62 classes, Supplemental Instruction (SI), are peer-facilitated group learning sessions designed to help students Succeed in their “Approaches to University Writing” classes. SI Leaders attend the lecture section, 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, time management, 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 and ongoing supervision, being available to students in the LRC, and attending monthly 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 for undergraduates, 4 units for graduates)
- 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 113/115 SI Leader?

113/115 SI Leaders are hired every spring semester. Please e-mail Dr. Anne Kellenberger, SI Coordinator for Writing, to make an appointment. You will need two letters of recommendation, a sample of your academic writing, and a copy of your unofficial transcripts.

For more information contact:
Anne Kellenberger, Ph.D.
SI Coordinator: Writing
Email: anne.kellenberger@csun.edu
Phone: (818) 677-2033

EMPLOYMENT APPLICATION

GENERAL INFORMATION

DATE APPLIED _____

NAME _____ STUDENT ID _____

EMAIL _____

PERMANENT ADDRESS _____ LOCAL ADDRESS _____

CITY/STATE _____ CITY/STATE _____

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.

COURSE	GRADE
_____	_____
_____	_____
_____	_____
_____	_____

WORK STUDY

A WORK-STUDY AWARD IS PREFERABLE, BUT NOT REQUIRED FOR EMPLOYMENT

Have you been awarded work-study funds? YES _____ NO _____

If yes, how much per semester? _____

AVAILABILITY

How many units are you taking or plan to take? _____

How many hours would like to work? _____

Are or will you be working elsewhere on campus? YES _____ NO _____

If yes, how many hours? _____

REFERENCES

List three academic references. (Use the attached recommendation forms for your formal references)

NAME / TITLE	ADDRESS / DEPARTMENT
_____	_____
_____	_____
_____	_____

EMPLOYMENT APPLICATION



LEARNING
RESOURCE
CENTER

NAME _____ POSITION Writing 113/115 SI Leader

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

PERSONAL STATEMENT

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 (usually a recent essay for a class)

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 Leader First Year Writing



LEARNING
RESOURCE
CENTER

RECOMMENDATION LETTER

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 guidance in writing and research to first-year students receiving instruction in specially designated sections of Freshman Composition. Please complete this form and make any comments you deem appropriate.

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c p p g l m g n g p d g t i g t B e u w p l g f w " Learning Resource Center/"UK"Hktuv" [gct"Y tkvki"
"Northridge, California, 91330-8325
3: 333" P q t f j q h h " U v t g g v ""

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

Course(s) this student has taken from you:

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

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

Rate the student's ability as a writer (select one):

EXCELLENT GOOD FAIR POOR

Rate the student's ability communicate verbally (select one):

EXCELLENT GOOD FAIR POOR

Rate the student's maturity and leadership skills (select one):

EXCELLENT GOOD FAIR POOR

Additional Comments:

Recommender's Signature

Recommender's Name

Title & Department

SI Leader First Year Writing

RECOMMENDATION LETTER

DATE _____

STUDENT NAME _____

STUDENT ID _____

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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	GRADE
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Rate the student's ability as a writer (select one):

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

Recommender's Name

Title & Department