

**TWU SIT**

**Course Assistant Training\***

**Thursday, August 21, 2014**

8:30 - 9:30AM Welcome!

Behavioral Issues

* Dr. Monica Mendez-Grant, Associate Vice President for Student Life
* FERPA Training

9:30 - 10:00AM Being a TWU CSSP Course Assistant

* Dr. Ann Wheeler, Assistant Professor in Department of Math & Computer Science

10:00 - 11:00AM Meet the Instructors!

11:00 - Noon Working out a schedule

* Email Student Information sheets & schedule
	+ 10 SIT sessions
	+ Which class (top 3)
	+ Which Saturdays?
* Master SIT Schedule (including weekends)
* Exam reviews on Saturday
* New technology and online sessions

Noon – 12:30PM Lunch provided

12:30 – 1:00PM Paperwork

* Contract
* Supply sign out
	+ Bag
	+ Lanyard w/ name
	+ CA binder
	+ Textbook
	+ Whiteboards
	+ Expo markers
* Complete your schedule & Information blurb one the Master SIT schedule is finalized
* The Course Assistant Manual (and rest of binder)
* Handouts
	+ SI Leader Self-Evaluation
	+ Etiquette for Course Assistants
	+ Expectations of SIT
	+ TWU CSSP Ideal SI Sessions
	+ Planning the SI sessions
	+ Observing SI Sessions
	+ Timesheets – electronic and paper
* FERPA training
* Go to Career Services

1:00 - 2:00PM Essential Activities for Supplemental Instruction and Tutoring

* Wait-time, Redirecting Questions, and Checking for Understanding

Now What?

* What to do if you don’t know an answer and guiding to answers instead of supplying answers.

2:00 – 3:00PM Tracking Information & Technology

* SIT sign-in
	+ Electronic sign-in for Math
	+ Sign-In sheets for all SIT sessions
		- Handout Week 1 & 2 SIT sign-in sheets
			* Science CAs must upload SIT attendance no later than Sunday at 11:59PM every week.
		- Saturday SIT is tracked only by signing in
	+ May need help with attendance in class
* Covering SIT sessions
	+ What if “something” comes up and you cannot make SIT? Class?
* Technologies to be used
	+ Blackboard
		- Information
		- Forms
		- Upload SIT tracking (Science)
		- Upload Attendance (all)
	+ eBeam
		- need to learn
		- volunteers?
	+ click/share
	+ online SIT

3:00 – 4:00PM Responsibilities & Expectations

* All CAs will turn in Lesson Plans weekly, SIT attendance weekly, and class attendance weekly
* All CAs will check grades every 2 weeks – anyone below 70% needs to be brought to my attention and must be contacted by CA
* All CAs will observe another CA and then both come to me for debriefing
* CAMs will observe each CA and then both will come to me for debriefing
* Do your best to learn students’ names

Being Accountable

* “SI Leader Goal Tracking Sheet”
* Self-Evaluation
* Observations & Debriefing (“Observing SI Sessions”)
* Planning the SI Session (page 19)

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8:00AM Breakfast

Quote of the day: “Students who study in groups learn two and a half times more than those who study alone if the groups stay on task.” (Johnson, D.W. and R.T. Johnson. 1984. “Cooperative small-group learning.” *Curriculum Report*, 14(1).)

8:30AM Review and Questions from Day 1

8:45AM Quiz

9:00AM What constitutes an SI Session?

* HO: “TWU CSSP Ideal SI Sessions”
	+ SI Session Planning Rubric
	+ Planning the SI Session – this is the Lesson Plan!!!!
	+ Introduction: Planning for SI Sessions
	+ Planning the SI Session
	+ Planning an SI Session

Hand out the Cards

9:30 Working through Manual

* Quick overview – 1-25
* Part III: Conducting Sessions
* 49-51
* Part V – How could these activities be used in an SIT session?

Study Skills (pg 75)

* When should we use these?

Leader Resource Manual

10:00 Video Presentation

* Take notes
* Break into groups
* How are we going to create a Lesson Plan for that lecture?
	+ What 3 practices will you always use?
	+ Demonstrate each one
	+ What activities might work?
		- Note Review
		- Boardwork

11:00 Conducting Sessions: Facilitation techniques

* **DIVIDE AND CONQUER** (2 or more groups) –
	+ Identify good opening and closing activities. 10 minutes to discuss; 2-3 minutes to demonstrate
		- Opening Sessions
		- Closing Sessions
	+ Learning Strategies – choose 2 and prepare to demonstrate
		- **Matrix:** Sort strategy cards into categories
		- **Think-Pair-Share** and **Grab Bag** (Each group 1 problem solving & 1 general strategy)
		- **Pass a Problem**
		- **First Line Only**
		- **Think Aloud**
		- **Around the World**
		- **Make and Take a Practice Quiz**
		- **Taboo**
		- **KWL**

How can you adapt these techniques to large or small groups? How can you adapt these techniques to work in “your” class?

12:00 Lunch – Go to Career Services

12:45 Planning an SI Session – Let’s get ready for Week 1

* Using SIT Session Lesson Plan
* What do we do now?

1:45 Simulated SI Activities

* What cards/activities have we not covered? Each person does one 5-10 minute activity, then 5 minute debrief

3:00 Introducing SI to Classes and Marketing

* Record speeches
* Setting expectations in SI sessions with students
* Think differently about how to introduce yourself in the class e.g. testimonials; presentations – make your mark! Returning leaders practice speeches
* Sending welcome email to students

3:30 Roles and Relationships between CA and Student, and Faculty

4:00 Adjourn for the Day

\*Most of the training information and activities can be found in the manuals available from UMKC.