

	<b>Supplemental Instruction (SI)</b>	<b>Undergraduate Teaching Fellow (UTF)</b>
<b>Job Administered By</b>	The Academic Resource Center	The Associate Dean of College
<b>Job Responsibilities Defined By</b>	The Director of the Academic Resource Center	The professor to which the UTF is assigned
<b>Classroom Responsibilities</b>	Attend class, take notes, meet students, introduce SI, and advertise SI sessions.	Help develop materials, take roll, set up classroom, proctor exams along with instructor, hold office hours, help with course management software, and work with groups.
<b>Relationship to Instructor</b>	Collaborate with instructor to increase the effectiveness of SI sessions	Accountable to instructor, receive regular tasks from instructor, and provide feedback on materials and syllabus.
<b>Teaching Responsibilities</b>	Hold two to three, 50 minute, out of class learning sessions per week.	Hold review sessions before tests and possibly gives a short 10-15 minute in class presentation.
<b>Role with Students</b>	Teach study skills, and help students to master class content. Not involved in grading.	Grade assignments and tests if the grading is objective and ensure absent students receive handouts.
<b>Payment</b>	Paid monthly based on an hourly wage.	Department choice, which tends to be a lump sum at the end of the semester. Standard rate is \$750 per semester.
<b>Training</b>	Attends 8 mandatory 1 hour trainings per semester.	Attends 1 orientation/training at the beginning of the semester. Some departments have a weekly seminar.
<b>Evaluation</b>	Evaluated by students at midterm and the end of the semester. Evaluated by SI coordinators at least 3 times per semester.	Evaluated by the instructor.