

Dear SAU Faculty Member:

On behalf of the department of Student Support Services (SSS), I would like to thank you for your interest in the Supplemental Instruction (SI) program and in having an outstanding student leader help your students. In order for SAU to maintain the success we have enjoyed over the past 16 years with the SI program, your assistance is requested in the following ways:

* Allow the SI Leader to sit during your class each and every time the class meets. If the SI Leader is unable to attend the class due to illness or a death in the immediate family, s/he knows to contact me to let me know of the situation. These are the only reasons for the SI Leader to miss sitting in your class, without special permission from the SI Coordinator.
* Sign the SI Leader’s Attendance Sheet ONLY if he/she has attended the entire class, and sign the sheet at the end of class on the day the leader attended (not at the end of the week for all).
* Work with the SI Leader on topics you feel students need help. Consider giving mock tests and exams, study guides, etc. with which the SI Leader can help students.
* Read up on the SI program to become familiar with expectations of faculty, attendees, and SI Leaders. For more information, visit the SI webpage at <http://web.saumag.edu/support/si>

Our main and joint mission is to help students in historically difficult subjects succeed during their college career. We would not be able to offer this valuable service to SAU students without your support. I am looking forward to a wonderful and successful semester. Once again, thank you for considering having a SI Leader assist your students. Please call me at ext. 4052 or email me at [rejenkins@saumag.edu](mailto:rejenkins@saumag.edu) if you have any questions, comments, or concerns.

Best Wishes,

Rachel Jenkins

SI Coordinator