Goals for the session: Get to know each other, clarify expectations, do activity that shows the group will be productive, engaging and helpful.

Before your first session:
1. Complete your LEAD worksheet and review it with a senior tutor or another tutor, if possible.
2. Pick up your **add codes** at Roundtable #1; if you miss it, they will be in your mailbox.
3. Pick up 15 copies per section of each of the following: **Student Checklist/Contract, Group Attendance Roster, Memory Icebreaker, and Syllabus.** You only need one **S.I. Checklist** for yourself. We will have file folders with copies of these in each of the group rooms.
4. Always wear your name tag during your sessions.

GETTING STARTED
• Write your name and the group info (class & instructor) on the whiteboard. Greet each (early) student as they come in and give them a warm welcome, learn their names, etc.

ADDING STUDENTS (~7 minutes)
• **The first ten students who arrive on time and take a seat will get an add code**. If you can, arrive 5 minutes early to greet students who may arrive early. Ask them to take a seat at the group table, and at the start of the session, then pass out add codes and complete the Add Code Form.
• Make sure you write each student's name, student ID, contact info, and the date the add code was given out on the Add Code Form.
• If there is space, but students arrive late, only give out add codes at the end, don't interrupt your session every time a student walks in late.
• If there is no space, a student cannot stay in the room with you to listen to the group session. Ask them to return next week (Week 4) or try another tutor's session.

INTRODUCING YOURSELF & ICEBREAKER
• Be warm and enthusiastic!
• Introduce yourself and say a bit about yourself—when you took the class, your experience, why you wanted to become an SI, etc. **(~2-3 minutes.)**
• Do an icebreaker—your choice, depending on size of group. Make it short and simple **(~10 minutes.)**
• Get a sense of how many have taken an adjunct course before, visited our web site or completed the Adjunct Orientation and made their folder **(~1 minute.)**

REVIEWING STUDENT REQUIREMENTS
• Pass out the **Student Checklist/Contract** and Adjunct Study Skills 232 **Syllabus/Outline**. Work together to review the Syllabus and how to find the answers for the Student Checklist. Ask why it's important to understand what's expected of them, come prepared, etc.
• Have them sign their **Student Checklist/Contract** and collect it. You will pass out and collect this document at each group meeting to keep students on track.
• Establish group's goals and objectives, such as earn an A grade, receive extra-credit, arrive on time, study together, come prepared, respect each other, cell phones turned off, no texting, etc.
• Make sure students are aware of the orientation deadline and lab requirements **(~15 minutes.)**

GROUP ACTIVITY
• Do a fun and useful course-related activity. Possibilities: If there's a test coming up, focus on that, think of sample topics, questions, etc. Have them take out lecture notes, textbook, etc. and write questions on the board or cards **(~20 minutes.)**

WRAP UP
- Remind students to add the class immediately with the add code you gave them. They can use computers in the SSC to add right after the group session.
- Remind them of the deadline to register in Week 4 (date is listed on the Syllabus).
- Send students to the Skills Center if they have problems registering online through the Portal.
- Remind them that they must register and attend the next group session in Week 4 to guarantee a seat.
- Confirm meeting next week, ask them what will be coming up that they should prepare for next week, say a warm goodbye **(~5 minutes.)**

AFTER your first session in Week 3:
1. Transfer names of those who attended (and received add codes) at your first sessions to your Group Attendance Roster. If you have 3 groups, then you'll have 3 Group Attendance Rosters (one per group).
2. **Make a copy of your Add Code Form with all the students' names AND make a copy of your Group Attendance Roster. The names should be the same on both forms. Copies need to be placed in Karen's mailbox outside the Skills Center by Friday at 12:30pm.**
3. Complete your LEAD self-evaluation (or wait until all your groups are done).