

## Adjunct Skills 232 & 233 Supplemental Instructor (S.I.) Checklist



*SI: Review this checklist each week while your students are signing their Student Checklist. At the beginning of each session every week remind students to complete their course requirements. You will need the Syllabus & Course Outline.*

Week	Task	Completed
<b>1</b>	<b>Presentations &amp; Kick-Off</b>	Tutor's signature in each box below:
	<input type="checkbox"/> I am aware that I need to check my email and mailbox consistently throughout the quarter <input type="checkbox"/> I will present/introduce myself to students in the course content classes if possible <input type="checkbox"/> I will pick up the content course syllabus and touch base with the instructor <input type="checkbox"/> I will attend and participate actively at the Kick-Off Meeting <input type="checkbox"/> I will prepare for Preview Week and understand Catalyst log-in information for students	
<b>2</b>	<b>Preview Week &amp; Roundtable #1</b>	Tutor's signature in each box below:
	<input type="checkbox"/> I will attend all my Preview sessions and use the time productively to prepare for my groups, even if no students show up <input type="checkbox"/> I will review Adjunct policies and procedures and ask questions if I'm not sure about anything <input type="checkbox"/> I will attend and participate actively at Roundtable Meeting #1	
<b>3</b>	<b>Group Sessions Start</b>	Tutor's signature in each box below:
	<input type="checkbox"/> I have read the <b>Add Code Procedures</b> handout and will follow all instructions carefully and comply with all deadlines. <input type="checkbox"/> I have a blank <b>Group Attendance Roster</b> for each group <input type="checkbox"/> I understand that I must have students <i>sign in and sign out with their initials</i> for each session that occurs during Weeks 3-11 to verify attendance <input type="checkbox"/> I will pass out the Adjunct Skills 232 & 233 Course <b>Syllabus</b> <input type="checkbox"/> I will pass out the "Memory" sheets <input type="checkbox"/> I will pass out the <b>Catalyst Getting Started Guide</b> <input type="checkbox"/> I will pass out the <b>Student Checklist &amp; Contract</b> for students to sign <input type="checkbox"/> I will conduct a short <b>icebreaker activity</b> and encourage students to connect with each other <input type="checkbox"/> I will actively engage students with course content, even just a few minutes. <input type="checkbox"/> In spite of all the paperwork, I will relax, smile and make my sessions FUN!	
<b>4</b>	<b>Group Session, Skills Workshops Start, Registration Deadline, Orientation Deadline</b>	Tutor's signature in each box below:
	<input type="checkbox"/> I have checked my mailbox and email for the <b>updated</b> Skills course registration list <input type="checkbox"/> I will check the Discussion Forum in Catalyst to answer any student questions <input type="checkbox"/> I will review the <b>Student Checklist</b> with my students each week to keep them on track <input type="checkbox"/> I am aware that my students have to be registered in SKIL 232 & 233 The <b>Registration Deadline Date</b> is: <input style="width: 100px;" type="text"/> <input type="checkbox"/> I am aware of the Orientation & Online Quiz deadline. <b>Orientation Deadline</b> is: <input style="width: 100px;" type="text"/> <input type="checkbox"/> I will notify students that <b>Skills Workshops</b> start this week for lab credit <input type="checkbox"/> I will relax, smile, get my students engaged in content and make my sessions FUN!	
<b>5</b>	<b>Group Sessions</b>	Tutor's signature in each box below:
	<input type="checkbox"/> I have checked my mailbox and email for the <b>updated</b> Skills course registration list <input type="checkbox"/> I will check the <b>Discussion Forum</b> in Catalyst to answer any student questions <input type="checkbox"/> I will <i>not</i> allow students who did not register to attend a group <input type="checkbox"/> I will encourage students to attend workshops and complete labs <input type="checkbox"/> I passed out the <b>Student Checklist</b> , we read the Skills 232 & 233 <b>Syllabus</b> , and I have informed my students about the <i>critical due dates and deadlines</i> : <ul style="list-style-type: none"> <li>○ Lab Deadline: <input style="width: 100px;" type="text"/></li> </ul>	

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<b>6</b>	<b>Group Sessions</b>	Tutor's signature in each box below:
	<input type="checkbox"/> I will promote dialogue in the <b>Discussion Forum</b> in Catalyst and answer any student questions <input type="checkbox"/> I will remind students that each Lab requires one page of <b>Notes</b> and a <b>Journal</b> <input type="checkbox"/> I will explain to students that Labs must be submitted online in Catalyst for grading <input type="checkbox"/> I will pass out the <b>Student Checklist</b> and inform my students about the <b>Lab Deadline</b>	
<b>7</b>	<b>Group Sessions, Attendance Roster Backup, All-Tutor Meeting</b>	Tutor's signature in each box below:
	<input type="checkbox"/> I will check the <b>Discussion Forum</b> in Catalyst to answer any student questions <input type="checkbox"/> I will make a copy of the Group Attendance Roster and put it in the Skills Coordinator's mailbox by Friday at 12:30 p.m. <input type="checkbox"/> I will attend the All-Tutor Training Activity (if offered)	
<b>8</b>	<b>Group Session, Lab Deadline, Workshops End</b>	Tutor's signature in each box below:
	<input type="checkbox"/> I will notify my students that Skills Workshops end this week for lab credit <input type="checkbox"/> I will pass out the <b>Student Checklist</b> , we read the Skills 232 & 233 <b>Syllabus</b> , and I have informed my students about the <b>Lab Deadline</b> : _____ ( <i>deadline at the end of this week</i> ) <input type="checkbox"/> I will remind students that each Lab requires one page of Notes and a Journal <input type="checkbox"/> I will explain to students that Labs must be submitted online in Catalyst for grading	
<b>9</b>	<b>Group Session</b>	Tutor's signature in each box below:
	<input type="checkbox"/> I will remind students that they must complete the Skills <b>Online Final Evaluation</b> available in Weeks 10 & 11 on the Skills Center's website <input type="checkbox"/> I understand that I should notify my students to check their Grades in Catalyst to ensure that they received a Pass grade on the Orientation Quiz and 4 Labs <input type="checkbox"/> If I am a new tutor, I will sign up for a 1:1 Conference with the Skills Coordinator or Director	
<b>10</b>	<b>Group Session, Attendance Roster Backup, Roundtable #2</b>	Tutor's signature in each box below:
	<input type="checkbox"/> I understand that my group may have to meet to make up for a holiday <input type="checkbox"/> I will pass out the <b>Student Checklist</b> , read the Skills 232 & 233 <b>Syllabus</b> , and I inform my students about <i>critical due dates and deadlines</i> : <ul style="list-style-type: none"> <li>• Final Evaluation Deadline: _____</li> </ul> <input type="checkbox"/> I will make a copy of the <b>Group Attendance Roster</b> and put it in the Skills Coordinator's mailbox <input type="checkbox"/> I will attend the Roundtable Tutor Meeting #2	
<b>11</b>	<b>Group Sessions End, ORIGINAL Rosters Due</b>	Tutor's signature in each box below:
	<input type="checkbox"/> I will verify the <b>number of sessions attended</b> with each of my students <input type="checkbox"/> I will turn in the <b>original</b> , accurately completed <b>Group Attendance Roster</b> in the Skills Coordinator's mailbox after my last group session or before Friday at 12:30 p.m. <input type="checkbox"/> I will remind students again to complete the Skills Online Evaluation for Orientation credit <input type="checkbox"/> I will remind students that the Adjunct Skills 232 & 233 course grade will automatically be forwarded to their content course instructor during Finals Week <input type="checkbox"/> I am aware that I <b>do not discuss final grades</b> or extra credit hours with students. For questions, I will refer students to the Skills Coordinator or Instructor	

**Additional Notes:**