

## MEMORANDUM OF UNDERSTANDING (MOU)

### **Purpose:**

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This Memorandum of Understanding (MOU) outlines the agreement between the University of Utah Learning Center and instructors whose courses will be supported by a Supplemental Instruction (SI) Leader.

### **Agreement:**

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- The Learning Center will provide an SI Leader to support the instructor's course starting on [first day of class] until [Reading Day]. SI Leaders may choose to continue supporting the course during finals week if they wish to do so.
- Instructors may (and are encouraged) to send recommendations for potential SI Leaders to the Supplemental Instruction Coordinator. Students interested in becoming an SI Leader are required to complete the Peer Educator Application on the Learning Center website. SI Leader candidates will be reviewed by the Learning Center, are hired and paid by the Learning Center, and are required to attend both pre-semester onboarding training and weekly SI Leader training.
- SI Leaders do not participate in grading, re-lecturing, or teaching new material. SI Leader may hold individual office hours upon request by the instructor.
- The instructor must add their assigned SI Leader to Canvas before the first class of the semester under the "Peer TA" designation so that the SI Leader can make announcements regarding SI and send/receive messages in Canvas.
- Instructors and SI Leaders are expected to communicate at least once a week to discuss class trends, student feedback, share ideas/resources for SI sessions, answer questions, etc.
- SI Leaders are not *enrolled* in the course they support, but are *required* to attend the lecture. SI Leaders assigned to online asynchronous courses are expected to watch any pre-recorded lectures that may be a part of the course curriculum. SI Leaders will stay up to date with course readings but do not participate in course assignments or exams. SI Leaders are allowed to miss three class sessions upon approval from the SI Coordinator. Future absences may be approved on a case-by-case basis.
- Instructors are expected to give the SI Leader a few minutes during the first week of class to introduce themselves, provide the students with a brief explanation of SI and how it can assist them in improving their grade and deepening their understanding of course material, and encourage them to attend SI sessions.
- SI sessions will be held twice a week for 60 minutes each and will begin no later than the third week of the semester. The SI Coordinator will distribute a Qualtrics survey via

Canvas to students during the first week of class to identify which times students prefer SI sessions to be held. The SI Coordinator will then share the results of the survey with the SI Leader so that they can determine the best days and times to hold their SI sessions. The SI Coordinator will reserve rooms for the SI sessions based on the days/times chosen. Exam review sessions (which can last up to 2 hours) and additional SI sessions can be scheduled throughout the semester by the SI Coordinator as needed.

- Attendance at SI sessions is optional. Attendance data is collected via SI attendance sheets, and this data can be shared with the instructor upon request at the end of the semester after grades have been submitted.
- Instructors may choose to offer a small amount of extra credit to students who choose to attend SI sessions. SI attendance data can be shared with instructors after the final SI session of the semester so that they may know how much extra credit to give to each student.
- Departments will pay the Learning Center \$500 per SI Leader per semester. Invoices will be sent to departments two weeks prior to the end of the semester and must be paid by the last day of the semester.

**Signatures:**

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Instructor Signature / Date

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SI Coordinator Signature/ Date