

SUPPLEMENTAL WORKSHOPS IN MATH

WORKSHOP FACILITATOR JOB DESCRIPTION

Program Information

Supplemental Workshops in Math (SWM) has been at Cal Poly since fall 1988. Its purpose is to enhance concept mastery and promote collaborative learning in challenging lower division classes which often have a D/F rate >20% with the intent of increasing student success and pass rates. Upper division peer facilitators lead semiweekly workshops for classes in mathematics ranging from pre-calculus to linear algebra during the fall, winter, and spring quarters. Supplemental Workshops are offered for the following courses:

- MATH 116
- MATH 117
- MATH 118
- MATH 119
- MATH 141
- MATH 142
- MATH 143
- MATH 161
- MATH 162
- MATH 182
- MATH 221
- MATH 241
- MATH 244

Facilitator Profile

- Currently enrolled Cal Poly student in good standing with a minimum cumulative GPA of 3.0;
- Has taken one or more classes listed and earned a final grade of at least B+ or can demonstrate equivalent qualification;
- Has an interest and the ability to work with peers in small collaborative group settings;
- Can supply one positive recommendation from a Cal Poly professor;
- Engages and interacts with others regardless of culture, socio-economic level, gender, ethnic origin, etc.

General Duties

- *Group Leadership* – attend lectures, take notes, and prepare lesson plans weekly. Lead one workshop twice weekly for 2 hours (4 total workshop hours). Meet with lecture professor weekly. Develop worksheets, practice quizzes/exams, and games to aid students in concept mastery. Take attendance at all workshop sessions. Administer program assessment at end of quarter. Assign final grades of CR/NC.
- *Meetings* – attend weekly staff meeting on Thursdays from 11 AM to noon.
- *Expectations* – arrive for your group on time; be knowledgeable in the subject you are facilitating; submit all program paperwork (schedules, evaluations, etc.) in a timely fashion; conduct yourself in a professional manner at all times.
- *Time Commitment* – each facilitator is expected to spend approximately 14 hours each week as follows:
 - 1 hour – weekly staff meeting
 - 1 hour – meeting with professor
 - 4 hours – preparation time (creating worksheets, lesson plans, etc.)
 - 4 hours – attend all lectures
 - 4 hours – two, 2-hour workshop sessions

Essential Qualities and Approaches

A facilitator should promote a sense of **community**, encourage communication, and strengthen **collaboration**. **Creativity** along with the **courage** to try innovative ideas will prove invaluable. **“Thinking on your feet”** and responding with an **open mind** are essential. **Respect** for students’ ideas, individuality, mistakes, and growth are necessary to establishing and maintaining rapport. **Offer support** and **accept feedback** when appropriate.

Salary – Starting salary is \$13.00 per hour.

Program Training

If the applicant meets position selection requirements during the interview, he or she will partake in a paid training program (approximately 30 total hours) prior to beginning his or her first quarter as a facilitator. All facilitators also must complete Instructional Student Assistant (ISA) Training (6 hours). If during training, a candidate does not demonstrate the qualities and commitments for the position, the offer may be rescinded.

Supervisor: Lydia Keema, Coordinator
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Application Process

1. Complete the application using MS Word and send to SWM@calpoly.edu. (Do not submit as a PDF.)
2. Email the recommendation form to one Cal Poly professor. He or she will complete and return separately.
3. If we are not currently in the hiring process when we receive your application, it will be kept for future consideration.