

SUPPLEMENTAL WORKSHOPS IN SCIENCE

WORKSHOP FACILITATOR JOB DESCRIPTION

Program Information

Supplemental Workshops in Science (SWS) has been at Cal Poly since fall 1991. 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 biology, chemistry, physics, and business statistics during the fall, winter, and spring quarters. Supplemental Workshops are offered for the following courses:

- | | | | | |
|-----------|------------|------------|------------|------------|
| • BIO 111 | • CHEM 110 | • CHEM 128 | • PHYS 122 | • PHYS 141 |
| • BIO 160 | • CHEM 124 | • CHEM 129 | • PHYS 132 | • STAT 251 |
| • BIO 161 | • CHEM 125 | • CHEM 312 | • PHYS 133 | • STAT 252 |
| • BIO 162 | • CHEM 127 | • PHYS 121 | | |

Facilitator Candidate Requirements

- 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 two workshops twice weekly for 1.5 hours (6 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 Tuesdays 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 16 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
 - 6 hours – four, 1.5-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 40 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
Office: Academic Skills Center – Kennedy Library, Room 112
Phone/email: 805-756-5788 • sws@calpoly.edu

Application Process

1. Complete the application using MS Word and send to sws@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.