

# Supplemental Workshops in Math Program

## Facilitator Job Description

### Duties and Responsibilities

- **Attend the content course**

It is essential that facilitators attend all sessions of the course with which the workshop is affiliated. Facilitators need to stay "up" on the material, approach and challenges presented daily in the lecture course. Attending the course also allows the facilitator to operate as a role model and additionally observe the in-class actions of the workshop students.

- **Organizing and preparing material**

The facilitator is responsible for organizing and preparing material for Workshops, i.e. worksheets, mock quizzes and exams, games, etc. Graduate Workshop Coordinator will review and assess worksheets on a weekly basis.

- **One-to-one meetings with students**

The facilitator is required to meet with every student on a 1:1 basis by the end of the first exam. Follow-up should be done with all students who achieve less than 60%, or greatly improve, following each successive exam.

- **Meet weekly with the course instructor**

The facilitator must meet regularly with the course instructor. Faculty involvement assists the facilitator in developing relevant problems and materials for maximizing the effectiveness of the worksheets. The instructor can indicate the areas with which the class is having difficulty, sections that can be emphasized at exam time and areas that were not sufficiently addressed in class because of time restraints. These meetings provide time for collaboration and are valuable to both facilitators and course instructors. A professional relationship should be maintained with the professor.

- **Meet weekly with the Supplement Workshops in Math Program staff**

These meetings provide time for the workshop facilitators to discuss/share areas of strength, review challenges and further develop facilitation skills. Additional topics include: on-going review of study techniques, test-taking and finals prep, support from other facilitators, and staff updates on current SWM issues.

- **Administrative work**

The facilitator is responsible for completing all administrative work on time, in an organized manner. Turn in one worksheet and one worksheet evaluation form from each session in the SWM box at the Student Academic Services (SAS) Bldg. 81 by 5:00pm, Friday of every week. If a worksheet was not used for any workshop, please turn in a short description of workshop activities. Please submit grades and assessments in the format requested. In addition, keep complete attendance records to assist you in assigning final grades.

- **Substitutes**

Workshops are NEVER cancelled. It is the facilitator's responsibility to inform the Undergraduate Workshop Coordinator if a substitute is needed. One paid substitution is allowed per quarter, if necessary. After the first substitution, the facilitator will not be paid for the workshop time. If a facilitator substitutes for another facilitator, he/she will be paid for the additional hours worked (2 hrs.).

- **Time Commitment**

Each facilitator is expected to spend 2 hrs/wk of administrative time: 1 hr/wk with the professor and 1 hr/wk at the staff meeting. Facilitators are expected to spend a minimum of 1 hour per workshop for prep time, i.e. making worksheets, answer sheets, games, etc. For new facilitators it might take approximately 18 hrs/wk, but with more experience this time may reduce to about 12-15 hrs/wk. The facilitator is expected to stay until 8:00 p.m. even if his/her workshop technically ends at 7:30 p.m. for the workshops that correlate with Math 116, 117 and 118. The half-hour difference should be spent helping individuals or groups with homework or workshop problems. The facilitator should encourage their students to take advantage of this time. If everyone has left before 8:00 p.m., then the facilitator may leave, but please do not leave students in need at 7:30 p.m.

### **Essential Qualities and Approaches**

- **Workshop approach**

A facilitator should promote a sense of community, encourage communication and strengthen collaboration. Identify student strengths and weaknesses, as well as encourage mutual assistance by appropriate grouping. Be sensitive to student concerns and refer to appropriate resources when useful. Be aware of how students are achieving in the content course and follow through as appropriate. Always have a positive and optimistic attitude.

- **Ability to discover and effectively communicate ideas**

An essential cornerstone to effective workshop and homework facilitation is the ability to discover and communicate ideas effectively. Being able to view material from several different perspectives is extremely beneficial. Skillful listening eases both individual and group communication significantly.

- **Mathematical ability**

The Supplemental Workshops in Math Program staff must have a strong math background in areas covered in the workshop. It is virtually impossible to fake technical abilities in workshop. Coupled with effective communication skills, mathematical abilities are doubly essential.

- **Creative and flexible approach to workshops**

The ability to keep students interested will prevent students from burning out or getting bored. Creativity along with the courage to try innovative ideas will prove invaluable.

- **Patience**

Spontaneous situations often develop during workshops. Facilitators must be able to adjust and respond to them. "Thinking on your feet" and responding with an open mind become essential.

- **Respect**

Respect for the students' ideas, individuality, mistakes and growth are necessary for establishing and maintaining rapport. Be cautious about using sarcasm with students. Make sure you know that they are comfortable with you before using sarcasm in your lesson plan.

- **Learning to be a team player and passing it on**

Offer support and accept feedback when appropriate. Communication between program coordinators and facilitators will promote the growth of the SWM team. This also applies to workshop students, who will feel and act as part of a team with facilitator encouragement.

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