



SWS PROGRAM INFORMATION

History – 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. SWS targets classes that typically have greater than 20% fail rate with the intent of increasing student success and pass rates.

Facilitator Profile

- Currently enrolled Cal Poly student in good standing with a cumulative GPA of 3.0 or greater;
- Have taken the class within 3-4 quarters and earned a final grade of B+ or greater;
- Two recommendations from Cal Poly professors;
- Interest and ability to work with peers in small collaborative group settings;
- Ability to work both independently and as a team member;
- Mature, detail oriented, well-organized, with good follow-through;
- Engage and interact with others regardless of culture, socio-economic level, sex, ethnic origin, etc.

Facilitator Duties –approximately 16 hours per week for ten weeks (160 paid hours)

- *Lecture* – attend all class lectures, take quality notes, etc. (3-5 hours)
- *Lesson Plans / Preparation* – create weekly lesson plans based on lecture content and course syllabus; perform reading and review as needed; create worksheets, quizzes, exams, group activities, etc. (4 hours)
- *Workshop Groups* – lead two groups twice a week. Encourage collaborative learning; introduce effective study skills (6 hours). Groups may have up to 20 students.
- *Instructor Meetings* – meet with instructor weekly to report on workshop session progress. (1 hour)
- *Staff Meeting* – attend staff meeting weekly on Tuesdays at 11 AM (1 hour)
- *Paperwork* – complete attendance sheets, student and leader evaluations (1 hour)

Internship – If the applicant meets position selection requirements during the interview, they may be offered the opportunity to take part in a paid internship, lasting approximately 9 hours, prior to beginning their first quarter as a facilitator. The internship gives crucial training. Once the internship is completed, employment may be offered based upon current program need and acceptable intern performance.

Expectations – if hired, you will be expected to:

- Enroll in 4 paid hours of ISA training within 1-2 quarters; attend the fall SWS Training (4-5 paid hours);
- Attend the affiliated lectures and meet with the course instructor
- Arrive for your group on time; be knowledgeable in the subject you are facilitating;
- Submit all program paperwork (roll sheets, evaluations, etc.) in a timely fashion;
- Attend and actively participate in weekly staff meetings;
- Conduct yourself in a professional manner at all times.

Salary – Internship: \$10.50/hr with increase to \$11.00/hr upon successful completion of 9-hour internship training.

Application Process

1. Complete the application, and email it to wsydnor@calpoly.edu.
2. In completing the application, use Microsoft Word. Mac Users, be sure document retains the .doc suffix.
3. Email the recommendation form to two Cal Poly professors. They will complete and return separately.
4. Qualified applicants will be contacted for an interview appointment.