Document Bibliography

Application for Certification

Program Overview

Training Syllabus

Informational Pages

  p. 1-2: Pre-term training agenda
  p. 3: Leader contact information
  p. 4-5: SI data, past terms
  p.6-9: Collaborative Learning Techniques
  p. 10-11: Teaching and learning
  p. 12-13: Leader Expectations, at a glance
  p. 14: Campus Resources
  p. 15: Learning Community (LLC) support documents

In-Service Training Agendas

  p.1: Leader Meeting #1
  p.2: Leader Meeting #2
  p.3: Leader Meeting #3
  p.4: Statistics for Leaders
  p.5: SI Leader Bingo

UMKC User Guide-Abridged for training purposes

Activities

  Warm-ups, ice breakers, etc.
  Whose Line is it Anyway?

Additional Resources

  p. 1-13: Note card variations, board work and techniques
  p.14-15: Weaving in Study Skills

Timecards

  p.1: Timeline and directions
  p.2: Sample timecard
Attendance Forms

p.1-2: Large Attendance
p.3: Two-in-One Attendance
p.4: Three-in-One Attendance
p.5: Out-of-Sight Attendance form (office hours, students served)

Students Served- Historical overview of statistics and success rates

Hiring Documents

• First leader recruitment email template
• Second leader recruitment email template
• Application for new leaders
• Applications for returning leaders
• Faculty feedback request for current applicants
• Group interview agenda
• Group interview questions
• Notification of ‘alternate’ status
• Employment offer template
• Leader Contract and confidentiality statement

Leader Schedules and Contact Hours

• Session and office hour schedule
  o This document highlights student contact hours
• Marketing flier
  o Example: MGF 1106, Fall 2010
• Website Schedule
  o Example: MGF 1106, Fall 2010

Evaluations

• Supervisor observation rubric
• Peer observation evaluation form
• Faculty ‘end-of-term’ survey
• Leader ‘end-of-term’ survey
• Student/Client ‘end-of-term’ survey
  o Red side: Non-participant
  o Blue Side: Participant
  o Paperwork Tally for all leaders

Supervisor Announcements to potential participants
Welcome for those who are attempting the course for the first time
Welcome to those who have previously been unsuccessful

Journal Articles


