CLASS SIL Evaluations & Peer Observations

For those who are SILs:

SIL Supervisory Evaluations
- Each SI Leader has or will be observed by one of the supervisory staff members during an SI session.
- The form the supervisor will be using to complete the evaluation can be found on page 118 of your training binder.
- Upon completion of the evaluation, the SIL should find time to receive feedback, discuss and reflect upon the evaluation results with the supervisor performing the evaluation.
- If needed, a follow-up evaluation may be arranged at the request of the supervisor.

SIL Peer Observations (DUE: Wed, 10/11 by 11:59 pm)
- Each SI Leader must complete 2 Peer Observations
  - Make sure to perform peer observations on 2 different SILs
  - One should be an SIL who covers a course within the same discipline as you (if your schedule permits it)
  - The other can be any SIL of your choosing.
- SIL Peer Observation Form can be found on SIL/Tutor Resource webpage. It’s a Google Form and does not need to be printed. Just complete and submit it via an electronic device of your choosing.
- These should be performed outside of your normal scheduled hours.
- You will be compensated 2 hours for these observations. Please manually input these hours into Workday with a comment that says “Observations.”

CLASS Tutor Evaluations & Peer Observations

For those who are strictly Tutors:

Tutor Self-Evaluations & Supervisory Evaluations
- You will need to select one of your tutoring hours to record between 9/27 and 10/6.
- You can utilize your own device to record the session or you can check out an iPad/tablet from the office. If the student you’re tutoring is uncomfortable with the recording, make sure to focus the camera solely on you and not the student.
- After recording your session:
  1. Share the video with Ning (sovatha1@fau.edu) and Alex (adamsa2013@fau.edu) via Google Drive OR you can request Alex/Victor/Jake to help upload the video for you.
  2. Watch the video and complete the “Tutor Self-Evaluation Form” (found on AST Resource webpage).
- You will need to schedule a 30-minute meeting with one of the supervisors to sit down and discuss your self-evaluation between 10/4 and 10/12. A sign-up sheet with available meeting times will be posted on Ning’s office door the week before the meetings will occur.
- Email your completed Tutor Self-Evaluation Form to Ning (sovatha1@fau.edu) with Alex (adamsa2013@fau.edu) cc’d at least 48 hours (2 business days) before your scheduled meeting.
- Once you complete your meeting, you will be compensated a total of 1 hour. Please manually input this hour into Workday with a comment that says “Evaluation.”

Tutor Peer Observations (DUE: Wed, 10/11 by 11:59 pm)
- Each tutor must complete 2 Peer Observations
- The “Tutor Peer Observation Form” can be found on SIL/Tutor Resource webpage. It’s a Google Form and does not need to be printed. Just complete and submit it via an electronic device of your choosing.
- Perform one peer observation on a tutor within your own discipline. The second peer observation can be performed on a tutor of your choice.
- These should be performed outside of your normal scheduled hours.
- You will be compensated 2 hours for these observations. Please manually input these hours into Workday with a comment that says “Observations.”
CLASS eTutor Evaluations & Peer Observations

For those who hold any eTutoring Hours:

**eTutor Self-Evaluations & Supervisory Evaluations**

- You will need to select one of your recent eTutoring recordings for this part of the evaluation. The selected recording will be used for both the self-evaluation and supervisor evaluation.
- After selecting your eTutoring recording:
  1. Email Patrick (pdempse2@fau.edu) and Jake (jslep2017@fau.edu) the session details (title, date and time) associated with the selected recording by 12:00 PM on Fri, 9/29.
  2. Watch the selected recording and complete the eTutor Self-Evaluation Form (found on AST Resource webpage).
- You will need to have a 30-minute meeting with Patrick/Jake to discuss your self-evaluation. Meetings will take place from 10/4 to 10/12. A sign-up sheet with available meeting times will be shared with you via Google Docs.
- Email your completed eTutor Self-Evaluation Form to Patrick and Jake **at least 2 business days (48 hours) before your scheduled meeting.**
- Once you complete your meeting, you will be compensated for a total of one hour. Please manually input this hour into Workday with a comment that says “Evaluations.”

**eTutor Peer Observations (DUE: Wed, 10/11 by 11:59 pm)**

- Each eTutor must complete 2 Peer Observations:
  a. For the first peer observation, you will observe an assigned recorded session of another eTutor. Patrick/Jake will email you the link to the assigned session by 10/3. You will utilize this session to complete the eTutor Peer Observation Form (found on AST Resource webpage). It’s a Google Form and does **not** need to be printed. Just complete and submit it via an electronic device.
  b. For the second peer observation, you will observe an in-person tutoring session of your choice that is facilitated by a tutor from the same discipline. You will utilize this session to complete another eTutor Peer Observation Form (found on AST Resource webpage). It’s a Google Form and does **not** need to be printed. Just complete and submit it via an electronic device.
- Both peer observations should be completed outside of your normally scheduled hours.
- Once you complete your peer observations, you will be compensated for a total of two hours. Please manually input these hours into Workday with a comment that says “Observations.”

CLASS OC² ONLY Tutors Evaluations & Peer Observations

For those who are strictly OC² Only Tutors:

**OC² Only Tutor Supervisory Evaluations**

- Each OC² Only Tutor has or will be observed by one of the supervisory staff members during his/her tutoring hours.
- The form the supervisor will be using to complete the evaluation can be found on page 119 of your training binder.
- Upon completion of the evaluation, the OC² Only Tutor should find time to receive feedback, discuss and reflect upon the evaluation results with the supervisor performing the evaluation.
- If needed, a follow-up evaluation may be arranged at the request of the supervisor.

**Tutor Peer Observations (DUE: Wed, 10/11 by 11:59 pm)**

- Each tutor must complete 2 Peer Observations
- The “Tutor Peer Observation Form” can be found on SIL/Tutor Resource webpage. It’s a Google Form and does **not** need to be printed. Just complete and submit it via an electronic device of your choosing.
- Please be sure that you select a different OC² Tutor for each of your peer observations.
- These should be performed outside of your normal scheduled hours.
- You will be compensated 2 hours for these observations. Please manually input these hours into Workday with a comment that says “Observations.”