

## Adjunct Skills 232 Supplemental Instructor (S.I.) Checklist



*SI: Review your checklist while your students are signing their Student Checklist. At the beginning of each session every week remind students to complete their course requirements. You will need the SKIL 232 Syllabus & Course Outline.*

Week	Task	Completed
<b>1</b>	<b>Presentations &amp; Kick-Off</b>	Tutor's signature in each box below:
	<input type="checkbox"/> I will attempt to introduce myself to students in the course content classes <input type="checkbox"/> I have picked up the content course syllabus and touched base with my instructor <input type="checkbox"/> I will attend the Kick-Off Meeting	
<b>2</b>	<b>Preparation &amp; Roundtable #1</b>	Tutor's signature in each box below:
	<input type="checkbox"/> I am aware that I need to check my email and mailbox consistently throughout the quarter <input type="checkbox"/> I will prepare for Preview Week and understand Catalyst log-in information for students <input type="checkbox"/> I will attend Roundtable Tutor Meeting #1	
<b>3</b>	<b>Group Sessions Start</b>	Tutor's signature in each box below:
	<input type="checkbox"/> I have the blank <b>Group Attendance Roster</b> for each group <input type="checkbox"/> I understand that I must have students <i>sign in and sign out with their initials</i> for each session that occurs during Weeks 3-11 to verify attendance <input type="checkbox"/> I have checked my mailbox for the SKIL 232 course registration list with student names <input type="checkbox"/> I have the Adjunct Skills 232 Course <b>Syllabus</b> for students <input type="checkbox"/> I will pass out the <b>Student Checklist &amp; Contract</b> for students to sign <input type="checkbox"/> I have the “ <b>Memory</b> ” sheets and a planned <b>icebreaker activity</b> <input type="checkbox"/> I will explain the online Catalyst procedures and pass out the <b>Catalyst Getting Started Guide</b>	
<b>4</b>	<b>Group Session, Skills Workshops Start, Registration Deadline, Orientation Deadline</b>	Tutor's signature in each box below:
	<input type="checkbox"/> I have checked my mailbox and email for the <b>updated</b> Skills course registration list <input type="checkbox"/> I will check the Discussion Forum in Catalyst to answer any student questions <input type="checkbox"/> I will review the <b>Student Checklist</b> with my students each week to keep them on track <input type="checkbox"/> I am aware that my students have to be registered in Adjunct Skills 232 (SKIL 232) The <b>Registration Deadline Date</b> is: <input type="text"/> <input type="checkbox"/> I am aware of the Orientation & Online Quiz deadline. <b>Orientation Deadline</b> is: <input type="text"/> <input type="checkbox"/> I will notify students that <b>Skills Workshops</b> start this week for lab credit	
<b>5</b>	<b>Group Sessions</b>	Tutor's signature in each box below:
	<input type="checkbox"/> I have checked my mailbox and email for the <b>updated</b> Skills course registration list <input type="checkbox"/> I will check the Discussion Forum in Catalyst to answer any student questions <input type="checkbox"/> I know that students who did not registered cannot attend a group <input type="checkbox"/> I have encouraged students to attend workshops and complete labs <input type="checkbox"/> I passed out the <b>Student Checklist</b> , we read the Skills 232 <b>Syllabus</b> , and I have informed my students about the <i>critical due dates and deadlines</i> : <ul style="list-style-type: none"> <li>• Pro-Point Deadline: <input type="text"/></li> <li>• Lab Deadline: <input type="text"/></li> </ul>	
<b>6</b>	<b>Group Session, ProPoint Deadline</b>	Tutor's signature in each box below:
	<input type="checkbox"/> I will check the Discussion Forum in Catalyst to answer any student questions <input type="checkbox"/> I passed out the <b>Student Checklist</b> , we read the Skills 232 <b>Syllabus</b> , and I have informed my students about the <i>critical due dates and deadlines</i> : <ul style="list-style-type: none"> <li>• Pro-Point Deadline: <input type="text"/> (at the end of the week)</li> </ul> <input type="checkbox"/> I explained to students about Pro-Points: If a student passes all 4 labs early, s/he earns “60” Pro-Points which can be used to make up for a missed group tutor session <input type="checkbox"/> I reminded students that each Lab requires one page of Notes and a Journal <input type="checkbox"/> I explained to students that Labs must be submitted online in Catalyst for grading	

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<b>7</b>	<b>Group Session, Attendance Roster Backup, All-Tutor Meeting</b>	Tutor's signature in each box below:
	<input type="checkbox"/> I will check the Discussion Forum in Catalyst to answer any student questions <input type="checkbox"/> I will make a copy of the Group Attendance Roster and put it in the Skills Coordinator's mailbox by Friday at 12:30 p.m. <input type="checkbox"/> I will attend the All-Tutor Training Activity	
<b>8</b>	<b>Group Session, Lab Deadline, Workshops End</b>	Tutor's signature in each box below:
	<input type="checkbox"/> I will notify my students that Skills Workshops end this week for lab credit <input type="checkbox"/> I passed out the <b>Student Checklist</b> , we read the Skills 232 <b>Syllabus</b> , and I have informed my students about the <b>Lab Deadline</b> : _____ ( <i>deadline at the end of this week</i> ) <input type="checkbox"/> I reminded students that each Lab requires one page of Notes and a Journal <input type="checkbox"/> I explained to students that Labs must be submitted online in Catalyst for grading	
<b>9</b>	<b>Group Session</b>	Tutor's signature in each box below:
	<input type="checkbox"/> I will remind students that they must complete the Skills <b>Online Final Evaluation</b> available in Weeks 10 & 11 on the Skills Center's website <input type="checkbox"/> I understand that I should notify my students to check their Grades in Catalyst to ensure that they received a Pass grade on the Orientation Quiz and 4 Labs <input type="checkbox"/> If I am a new tutor, I will sign up for a 1:1 Conference with the Skills Coordinator or Director	
<b>10</b>	<b>Group Session, Attendance Roster Backup, Roundtable #2</b>	Tutor's signature in each box below:
	<input type="checkbox"/> I understand that my group may have to meet to make up for a holiday <input type="checkbox"/> I passed out the <b>Student Checklist</b> , we read the Skills 232 <b>Syllabus</b> , and I have informed my students about <i>critical due dates and deadlines</i> : • Final Evaluation Deadline: _____ <input type="checkbox"/> I will make a copy of the <b>Group Attendance Roster</b> and put it in the Skills Coordinator's mailbox <input type="checkbox"/> I will attend the Roundtable Tutor Meeting #2	
<b>11</b>	<b>Group Sessions End, ORIGINAL Rosters Due</b>	Tutor's signature in each box below:
	<input type="checkbox"/> I verified with my students that they attended at least 7 Study Group Sessions <input type="checkbox"/> I will turn in the <b>original</b> , accurately completed <b>Group Attendance Roster</b> in the Skills Coordinator's mailbox after my last group session or before Friday at 12:30 p.m. <input type="checkbox"/> I reminded students again to complete the Skills Online Evaluation for Orientation credit <input type="checkbox"/> I reminded students that the Adjunct Skills 232 course grade will automatically be forwarded to their content course instructor during Finals Week <input type="checkbox"/> I am aware that I do not discuss final grades or extra credit hours with students. For questions, I will refer students to the Skills Coordinator or Instructor	

**Additional Notes:**