



Sociologiska institutionen

WORK DESCRIPTION FOR SI-PASS LEADERS AT THE DEPARTMENT OF SOCIOLOGY

Qualifications

- The SI-leader has passed the course which they wish to be an SI-leader of
- Has not fallen behind in their own studies
- Has been recommended by a teacher, an SI-leader or a study adviser
- Has good communicative and social skills

Work hours per week

- 1 h SI session
- 2 h preparations and follow up of SI session, and tutoring*
- In total 3 h per week (15-20 SI sessions/course of 30 credits)

*Includes meetings with SI supervisor and other SI-PASS meetings at the University. Salary will not be paid for the SI-leader training (two days).

The SI-leader's responsibility before the start of the course

- Participate in the SI-leader training (without salary)
- Contact course coordinator about SI on the course
- Attend the course introduction meeting and inform the students of the course about SI
- Book the SI sessions in the schedule and book rooms (for the first part of the course)

Responsibility before an SI session

- Communication with the course coordinator and teachers – Important!
- Regularly promote the SI sessions at lectures and/or through email contact or social media.
- Prepare the SI session well, e. g. with different learning strategies and themes according to the course content

Responsibility during and after an SI session

- *Take* responsibility for the attendance list (on paper with consent agreement) during the SI session and enter the list into “Attendance Database” in Canvas
- Offer a positive and easygoing learning environment
- Base the session on the participants' wishes concerning what should be included in the session, but also be prepared with your own questions/tasks in case the participants do not have specific wishes
- Plan strategies for the SI session: how you want to start the session (presentations, how to bring forth the participants' questions, etc.), how you want to process the session (choose methods, how to divide the students, select different activities/strategies – please see the so called “strategy cards”), how you want to end the SI session
- Assume the role of “leader of the discussion”, organizer, sounding board and mentor and initiate learning activities such as group work and presentations/discussions regarding concepts, problem solving or a review of theories
- Encourage all participants to be active during the session
- Vary the ways in which to activate the students in learning course content
- Let the group share their study skills and exemplify with what has worked for them, and feel free to contribute with your own experiences.
- At the end of the SI session, have the group carry out a summary of what has been discussed
- Fill in the Report Database (report/evaluation) in Canvas after each SI session

Other things of importance - This applies to SI leaders at the Department of Sociology

- To participate in the compulsory SI leadership training (organized by the European Center for SI-PASS at LU, two days without salary)
- Mandatory to participate in method supervisor meetings and sometimes other SI-related meetings
- Keep yourself updated on SI on the canvas page "SI at LU"
- Report hours for the SI sessions (date and time) for payment of salary, email to the SI supervisor each month before the fifth the month after. The supervisor registers the hours in Primula
- Recommend active, communicative and talented SI participants as future SI leaders
- Participate in various activities to promote SI activities and provide information on what it is like to be an SI leader in future SI leadership training, etc