Peer-Guided Study Group
Facilitator Responsibilities
2019-2020 Academic Year

• Commit to being a facilitator for an entire academic year (Fall, Winter, Spring).
• Attend a facilitator orientation on September 23, 2019 (8:30am-11:30am).
• Facilitate a weekly two-hour study session every quarter (runs nine weeks, starting week 2).
• Attend a weekly one-hour facilitator-prep meeting with other Study Group facilitators every quarter (runs nine weeks, starting week 1).
• Record student attendance from your session every week in Google Drive.
• After each session, complete a brief report that will be passed on to faculty so they better understand what’s happening in the Study Group session and what students are struggling with.
• Maintain open communication with the program coordinator about any issues, conflicts or questions.
• Respond to requests from the program coordinator in a timely manner (specifically quarterly availability in preparation for scheduling workshops and meetings).
• Participate in and complete the two-quarter long SESP 291 course (more information on the second page).
• Assist with marketing of the Peer-Guided Study Group program.
• Help with student evaluation of the Peer-Guided Study Group program:
  o Reminding students to complete the midterm feedback survey
  o Completing surveys regarding your experience as a facilitator