

# Creating an “Absent Professor Program” to Support Your SI Program

Illuminate: Lighting the Way to Student Success

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Student Learning Services



7<sup>th</sup> Annual International Conference on  
Supplemental Instruction  
San Diego, CA



# An Introduction is in Order...

## 12 years as a teacher and administrator at Missouri State University.

- 2000: Faculty member in the Collegiate Reading and Learning Program
  - taught classes on study skills, developmental reading, advanced composition, the first-year experience, writing for the theatre, freshman composition, and the capstone courses Biography & Autobiography and The Impact of Theatre on Communities.
- 2004: Director of the Writing Center. See the Writing Center's [website](#).
- 2007: Director of the Supplemental Instruction (now called PASS) Program. Visit the PASS [website](#).
- 2007: Director of the [In-School Players](#). In-School Players are a small cast of Missouri State University students who travel the local elementary, middle school and Springfield Public Library circuit to bring live theater performances to children. The In-School Players Touring Group has entertained over 500,000 children since it was formed
- 2008: Director of Student Learning Services and development of the Bear CLAW (Center for Learning and Writing)
- 2011: Development of the Absent Professor Program. See the Absent Professor Program's [website](#).
- 2011: Corresponding Secretary for the National College Learning Center Association.
- 2012: Development of a Writing Fellows Program
- 2011-2012: Staff Senate Chair.
- 2013: Editor, [TLAR: The Learning Assistance Review](#), the official journal of the NCLCA.
- In his spare time, Michael enjoys performing at the Springfield Little Theatre, where he has been featured in dozens of plays. He is also the writer of *Buffy the Vampire Slayer: A Reader's Theatre Parody* and *Star Trek Live! A Reader's Theatre Parody* for George Cron's Class Act Productions.



# It's all in the marketing...

Click [here](#)  
for the  
CLAW's site.



- The Learning Commons at MSU, the Bear CLAW (Center for Learning and Writing, is home to the:
  - Writing Center
  - Math Tutoring
  - Subject-Area Tutoring
  - PASS/SI
  - Writing Fellows
  - Psychology Undergraduate Learning Assistants
  - Absent Professor Workshops



# What's an Absent Professor Program?

- **Hello, Faculty and Staff at MSU!**
- Will you need to miss a class this semester?
- Would you like your class to hear about the Bear CLAW and the services offered there?
- Could your course benefit from supplemental workshops on study skills, basic writing, or citation methods?
- Provides effective workshops by either substituting for faculty who cannot attend class or by providing workshops focusing on student success that supplement course material.



Click [here](#) for the main site!

# What do they do?

## Presentations

- [Bear CLAW General Information](#)
- [Academic Writing](#)
- [C-Base Exam](#)
- [Citation Methods](#)
- [Note-Taking](#)
- [Test Prep & Test Taking](#)
- [The Habits of Successful College Students](#)



Custom presentations  
available upon request!

## OUTREACH:

- 1) Trained prefects conduct workshops for departments, organizations, and classes with the goal of equipping students with indispensable tools for success in college and in their career.
- For more information, including a job description, see the [Employment](#) page.
- **GLEE (Group-Led Educational Experience) STUDY SKILLS CONSULTATION:**
- 2) Prefects provide guidance, leadership and training to the Peer Educators and Learning Coaches, students on scholarship fulfilling their service hour commitment in the Bear CLAW.

# Who are the prefects?



Prefects are:

- ✓ Former SI/PASS Leaders
- ✓ Education Majors in their Junior Year
- ✓ Communication Majors in their Junior Year
- ✓ Former Writing Consultants
- ✓ The Director
- ✓ All employees of the CLAW with experience in peer tutoring.



# Applying for a Prefect Position

- Junior, senior, or graduate-level student with a GPA of at least 3.35.
- Successfully completed COM 115
- Interested in teaching as a profession.
- Undergraduate must have completed one year at Missouri State University
- Two letters of reference
- Comfortable with speaking to groups 100+
- Must be able to make decisions when no specific directions are given
- Must be able to do research and present about areas outside of your field of study
- Must be organized and responsible
- Must be able to communicate in a timely manner, as when there is a need to schedule a presentation quickly
- Must be flexible and able to improvise (i.e. sometimes there will not be a laptop available, sometimes more or less people show up than advertised, you will be asked when you get there to shorten or lengthen your lecture, the room/building will be locked, etc.)



# How are they trained?

- Training Manual:
- Click [here](#) for the manual in pdf format!

Click [here](#) for an example of the training strands.



- Training Conference:
- The Bear CLAW uses a conference-style training that takes two days for tutors, writing consultants, and PASS Leaders, three days for writing fellows and prefects.
- Theatrical improvisation techniques

# How does it work?

- **Faculty & Staff**

- Though a notification seven-days in advance is preferred, the service for faculty and staff also includes "substitute teaching" in the case of illness. Please contact us as soon as you know you will need to miss a class!

- **Groups/Organizations**

- Requests must be made seven days in advance.

- **How to Contact the Absent Professor Program**

- Send an email to the director, Michael Frizell: [MichaelFrizell@MissouriState.edu](mailto:MichaelFrizell@MissouriState.edu)

- ***Please include the following information:***

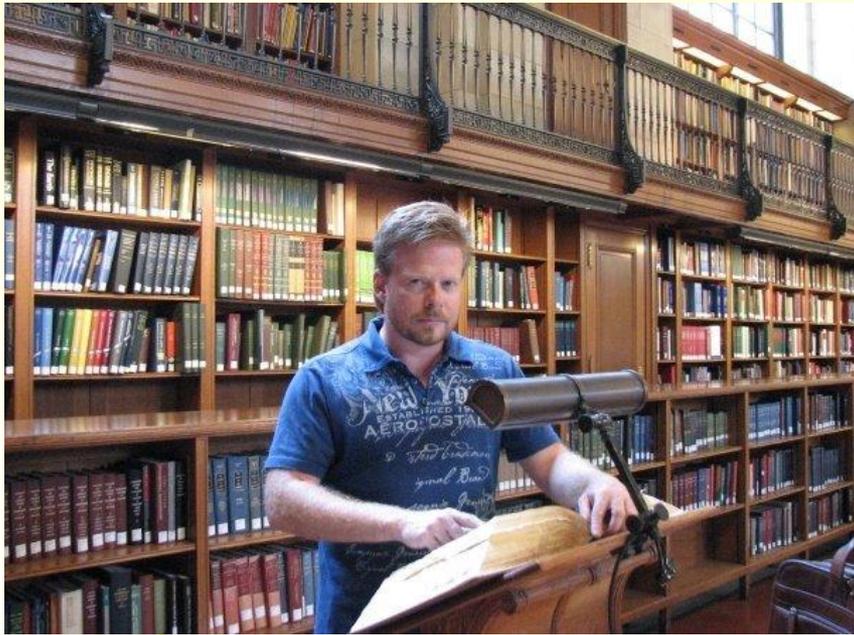
- Your name or the name of the organization
- The date of the presentation
- The name of the presentation requested (see the links as there are several variations)
- The requested length of the presentation (i.e. 45 or 70 minutes). For night classes, please include the required length and general topics.
- The class being covered, including code and number for the event for which this presentation will be featured
- The size of the class or expected number in attendance
- The location of the class or event

- **Disclaimer**

- The Director will contact you promptly. Due to a limited budget and availability, we may not be able to grant every request, though all attempts will be made!



# What else should I know?



- Prefects:

- Work a base 10 hours/week and are paid by the hour for presentations outside their scheduled hours.
- Are paid more than PASS leaders, writing consultants, or tutors.
- May choose which presentations work best for them.
- Conducted individual consultations.

Prefects write their own versions of proven material!



# Study Skills Consultations.

- Prefects met individually with students as a direct result of their presentation.
- **This is the area where future growth could occur.**



- **RX Forms**
- The following forms allow the prefect to work effectively with individual clients when discussing note taking, test taking, and test preparation. These RX forms may also be used as handouts.
- Click [here](#) for the Note Taking RX form in pdf format.
- Click [here](#) for the Test Preparation RX form in pdf format.
- Click [here](#) for the Test Taking RX form in pdf format.

# Was the program successful?

- Three prefects conducted 120 presentations in the spring 2012 semester, including workshops and info presentations.



The concern: Would Faculty/Staff accept student employees presenting material? Would students accept a substitute teacher?

# How do you measure success?

- **Evaluation Forms**
- ***Instructor Feedback Form*** - This form is intended for the professor, peer leader, teaching assistant, graduate assistant, or even organizer. Click [here](#) for the form in pdf format.
- ***Student Feedback Form*** - This form is for each participant. There are two copies of the form per page. Click [here](#) for the form in pdf format.



Paul Flanders

Results showed a favorability rate of 98%!

# THANK YOU!



1<sup>st</sup> Floor, Meyer Library

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## **Michael Frizell**

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*For questions about...*

The Absent Professor Program & Prefects

<http://AbsentProf.MissouriState.edu>

Peer Assisted Study Session Program (PASS)

*Formerly:*

The Supplemental Instruction Program (SI)

<http://PASS.MissouriState.edu>

The Writing Center

<http://WritingCenter.MissouriState.edu>

[WritingCenter@MissouriState.edu](mailto: WritingCenter@MissouriState.edu)