September 2, 2022

Dear Partner Teacher,

Thank you for hosting a service-learning tutor from San Diego State University Pre-College Institute’s Pathways to Careers in STEM Education. Our tutors are drivers of change due to the diversity in their backgrounds, allowing for the cycle of reciprocity to persevere. We have outlined some important dates and procedures.

Expectations Communicated to Tutors:

- Be punctual and follow their approved schedule.
- Tutors are required to notify teachers and the Pathways Office prior to tardiness or absence via phone call, text, or email.
- Tutors are role models to students; they are expected to follow the district *Volunteer Code of Conduct* and actively engage in appropriate conversations with students.
- As guests in the classrooms and schools, tutors are not to be left alone with the students; they are not to make copies or sit in the back to grade papers.
- Tutors set learning goals, self-evaluate, and meet with the Tutor Coach.
- Tutors complete a daily log with notes about the tutoring sessions.

How to best support your tutor:

- Collaborate and check-in with your assigned tutor on a regular basis to discuss the plan for the day/week and what roles you would like the tutor to play (lead group activity, work with specific students).
- Discuss your daily expectations with your tutor.
- Exchange contact information and share your preferred contact method.
- Share about your students’ needs, grades, and learning goals.
- Introduce the tutor to your students and share about their role.
- Provide feedback on the tutor’s performance by completing two tutor evaluations per semester. If at any time you want to provide feedback on your tutor’s performance, please let us know (pathways@sdsu.edu).
- Please provide the tutor with a class roster so they can become more familiar with your students and keep track of the students they have worked with.
- Let the tutor know if there are any particular students you want them to work with and in what ways they can best support the learning environment.
- Remember, the tutors are not to be left in the class without certificated staff.

We will be doing tutor observations, we appreciate you allowing us to enter the space. We will notify you prior to an observation and we will send an email afterward. We are grateful for the opportunity to observe the tutors; we are not there to observe teachers. Please feel free to contact our office if you have any exciting feedback, class sessions you would like us to observe, concerns, or issues with your tutor. We foster a supportive learning environment and appreciate your feedback.

Important Deadlines and Reminders for Fall 2022:

- Tutoring starts: 8/22-9/20
- Midterm Evaluation by Teacher: 10/14
- Final Evaluation by Teacher: 12/2
- Last day of tutoring for graduating tutors: 12/12
- SDSU Finals week 12/13-12/19
Important Deadlines and Reminders for Spring 2023:

- Returning Tutors start: 1/3-1/19
- Tutoring starts 1/19-2/14
- Midterm Evaluation by Teacher Due: 3/18
- Final Evaluation by Teacher: 5/4
- Last day of tutoring for graduating tutors: 5/5/2022
- SDSU Finals week 5/6-5/13
- Last day of tutoring for spring semester 5/30

Pathways Tutors are carefully vetted through an application, interview, background check, and livescan. Tutors complete learning modules and a collaborative tutor training to prepare for their role as a tutor in your classroom. Many of our tutors are currently enrolled in a service-learning course and have projects to support their growth. In addition, tutors attend monthly professional development workshops led by our Tutor Specialist.

We have some individual tutoring with our Pre-College Institute (Talent Search and Upward Bound/Health Careers Opportunities Program) and a partnership with the SDSU Literacy Center.

Thank you again, and we look forward to continuing our partnership with you. Please do not hesitate to contact our office with any questions, concerns, or feedback.

Sincerely,

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