



August 6, 2021

Dear Partner Teacher,

PCI Management Team

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Thank you for hosting a tutor from San Diego State University Pre-College Institute's Pathways to Careers in STEM Education in your classroom. All tutors are current SDSU students, and many are on the career path to becoming an educator, making this experience working with you invaluable to their future goals. Our tutors are drivers of change due to the diversity in their backgrounds, allowing for the cycle of reciprocity to persevere.

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.

Expectations Communicated to Tutors:

- Be punctual and follow their approved schedule.
- Tutors are required to notify teachers prior to tardiness or absence via phone call, text, or email.
- Tutors are role models to students; therefore, 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:

- Meet with the tutor prior to the first time that they join your class to collaborate
 - Discuss your daily expectations with your tutor.
 - Please exchange contact information or let the tutor know the best way to contact you.
 - Share about your students' needs, grades, and learning goals.
- 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).
- 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).
- Facilitate your students' completion of a short evaluation of the tutor by allowing students to complete a Google Form in class once per semester

- 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.
- Introduce the tutor to your students and share how they will be interacting during the semester.
- 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. Tutors may also lead part of the lesson if they feel comfortable and if it works for you.
- Remember, the tutors are not to be left in the class without certificated staff.

We will be doing tutor observations, and 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 2021:

- First-day tutors are available: 8/23/2021
- Midterm Teacher Evaluation Due: 10/29/2021
- Student Evaluation of Tutor Due: 11/19/2021
- Final Teacher Evaluation Due: 12/10/2021
- Last day for fall tutoring: 12/17/2021

We are looking forward to returning to classrooms. We are flexible and want to meet your needs and the needs of your students. 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 positive feedback.

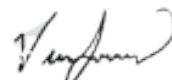
Sincerely,




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