**IMPORTANT THINGS FOR TUTORS TO KNOW – PLEASE REVIEW**

1. **Plan a 90-minute lesson** every week using the following: Textbooks (Exploring English, Grammarworks, and Parte Uno – Longman students do not have a grammar book) and the Ellis Computer Program. It should take approximately 1 year to get through each level of books (depending on the student’s ability). **Make sure to include a break** – your student will not build confidence speaking English outside of the center if she is not leaving your classroom and practicing with other students here. Use supplemental materials when needed, but not in place of the curriculum. **Assign homework pages only after reviewing them with your student.** Above all, **do not speak Spanish** with your student – it will slow her progress.
2. The **first** thing to do with your student is to **exchange phone numbers** and make sure your name and number are programmed into your student’s phone. Next, text her, so that she can find your information quickly if she is ill or needs to cancel class. Then, write a sample text message in her notebook. For example, “Hello teacher. I am sick. No class today.” If you do not text, make sure she has voice mail and knows how to access it.
3. **It is your responsibility to notify the center ahead of time if you or your student cannot come to class.** If you know ahead of time and want to come on a different day or time, please confirm that it is possible with Alison and then write it on the calendar like this: 11:00 Ann & Maria in.
4. You will be asked to turn it in your attendance sheet at the end of the semester. **Mark your copy of the attendance sheet each week.** Give your student her attendance sheet so that she knows what dates she has class. If you change a class, mark it on her form.
5. **Arrive on time** to hear announcements– your student may need help understanding what is said. **Finish your class promptly.** When you leave, have your student help you tidy up the room: clean the board, close windows, turn off lights, remove cups and napkins. Use recycling bins for Styrofoam cups. Please accompany your student to the door or outside.
6. Remember that your student is grateful to have you as her teacher and we, at the center, are grateful to you for your time, talent, and commitment.

**Thank you and have a great semester!**