

## **ADMINISTRATIVE GUIDELINES FOR ESL VOLUNTEERS**

At the first class discuss dates of the program and inform students of the weeks when no classes/tutoring sessions will be held (week of Commencement May 31-June 4, 2010 and week of July 5-9, 2010).

### **Communication:**

1. At the first class establish contact information (cell #, email address) between teacher, tutor and student. Make sure to inform each other in case of absence. If teacher/tutor cancels, let student and their supervisors know.
2. Students need to alert teachers and tutors of their vacation schedule or if not attending classes for other reasons.
3. Invite substitute instructors to sit in on classes and occasionally co-teach.
4. In case of absence, teacher/tutor is responsible to contact substitute.
5. For last minute cancellation due to unforeseen circumstances, contact students' supervisor to cancel class.
6. **Weekly check-in – Please fill out weekly check-in and forward it to your substitutes if you are not teaching a particular week.** Use check-ins as a communication tool with coordinators for suggestions and comments as well as an update on material covered in your session.
7. We have 2 mentors available, Suzanne Collins and Ellen Stordy, should you need some extra help or ideas through the session. Please let Coordinators know if you can be a mentor to a new volunteer.

### **Registration/Assessment:**

Give your students a reading and writing sample (which we will provide you) to help assess their needs and to help you plan your curriculum.

### **Curriculum:**

1. Resource file available in the Women's League Office 10-342 and NE49, 2<sup>nd</sup> floor (Facilities Office) to borrow. Please leave note if you take materials and return asap so that others can use them too.
2. Monthly Newcomers Almanac available through Int'l Scholars Office, which offers discussion topics. <https://web.mit.edu/scholars/mitonly/April.pdf>
3. Ready to Write textbook for students and the teachers' manual is available in 10-342 and NE49, 2<sup>nd</sup> floor (Facilities Office).
4. If teachers/tutors have or find materials/books/resources, please feel free to share, and add a copy for example in the file cabinet.
5. Every student will be given a dictionary and blank journal notebook.

5/7/2010

ESL DAY PROGRAM - MAY-JULY 2010								
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5/7/2010

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