Dear Faculty Member,

Thank you very much for opening the door to your classroom and welcoming Michigan State University TE-301 students in as tutors. “Host” teachers of a MSU “tutor” have very few, but critical responsibilities.

**Responsibilities for “Host” teachers:**

- Assign one or two of your students to a tutor that will remain with the tutor for the duration of the tutoring period (one class period per week, for up to eleven weeks).
- Provide materials the tutor can use to develop teaching strategies that will help your students increase their level of reading comprehension. These materials can be: a textbook, magazines, workbooks, written assignments, or anything you deem appropriate.
- Provide a simple, quiet location where the tutor and student(s) can work effectively.
- Complete an evaluation of the tutor’s performance while tutoring your students.
- Complete an evaluation of the MSU tutoring program.

**NOTE:** It would be ideal that the tutor works with the same student(s) each time they come in to tutor.

Attached is a list and description of the four main reading strategies MSU students will be using to help increase your students reading comprehension level.

Thank you very much for allowing MSU student/tutors into your classroom. If you have any questions or need additional information, please contact at the numbers listed below.

Sincerely,

*Michael Kerner*

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