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| |  | | --- | |  | | |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | [instructor image] | |  |  | | --- | --- | | **[instructor name]** | | | phone | [phone] | | email | SLP or [xxxxxxxx@michiganvirtual.org] | | Zoom | [link to schedule] | | | |

Hello, and welcome to your role as a mentor in ***{coursename}***.

I’m eager to work with you as you support students in my class. Your role is crucial to their success, and I want to support you in any way possible. There is a lot of support information available within the course and I encourage you and your students to review it when you have the chance. Of particular interest are the *Start Here* and *Getting Help* options, and the *Instructor Info* widget.

**Key points**

* {# keypoints}{point}{/}

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| |  | | --- | | **What I expect of students** | | * {# expected of student}{expectation}{/} | | |  | | --- | | **What students can expect from me** | | * {# expected of instructor}{expectation}{/} | |

**Tests, exams, and proctoring**

Proctoring of quizzes, tests, and exams is expected whenever feasible. We ask that you do not share assessment passwords with students. Instead, please enter the password yourself.

|  |  |
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| **assessment** | **password** |
| {#assessment list}{assessment}{/} | [password] |

**Special populations**

I am committed to supporting the accommodations outlined in IEPs or 504 plans. Please contact me if you have questions about them. You can also reach out to {#special populations}{first} {last}{/special populations}, our Special Populations Coordinator, at {#special populations}{phone}{/special populations} or {special populations email}.

**Mentor support**

Michigan Virtual offers many resources to help mentors. A visit to our Mentor Page is well worth your time – it’s full of handy resources. {#mentor support}{first} {last}{/} is our Mentor Support Manager, and you can reach out any time at {#mentor support}{phone}{/} or {mentor support email}.

**Helpful links**

{customer care}

{mentor page}

{academic integrity policy}

{grading policy and expectations}

{ap policy}

Please contact me whenever you have questions or concerns. I look forward to working with you this term!

Sincerely,  
[instructor name]