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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}{/}

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

*Some more stuff*

**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. We also have a dedicated Mentor Support Manager. She is {#mentor support}{first} {last}{/mentor support}, and you can get in touch any time at {#mentor support}{phone}{/mentor support} or {mentor support email}.

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| **Important links**  {customer care}  {mentor page}  {academic integrity policy}  {ap policy} |

Please contact me whenever you have questions or concerns,

[instructor name]