

Tutor FAQ

for both Summer@SaMi Camp and SaMi School Year programs

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What is SaMi?

SaMi, which stands for San Antonio Math Include, is a 501(c)(3) non-profit organization based in San Antonio, TX, USA. Our organization is dedicated to promoting STEM (Science, Technology, Engineering, and Mathematics) education and ensuring equal access to educational opportunities for students from diverse backgrounds. Our mission is to provide free classes and summer camps for students in grades K-12, with the aim of fostering a love for learning and encouraging academic growth in the fields of math and science. We believe in the power of education to transform lives and prepare students for future success. Our programs have attracted students from 42 states across the United States, as well as from four other continents, reflecting our commitment to reaching learners worldwide. For more information about SaMi, please visit the [SaMi Website](#) and subscribe for the [SaMi YouTube Channel](#).

What is The First Internship program?

The First Internship (TFI) program offers paid internships and training for SaMi tutors to build career paths and goals by initiating and developing your own community service projects. The internship will be under SaMi's faculty direction and can utilize SaMi's worldwide resources. It offers a unique opportunity to build a solid project, gain valuable experience, make a positive impact in your community, and develop leadership skills.

The Award

Applications will be evaluated based on their feasibility and potential impact. Successful projects will receive an award of **\$500 per project**. For group projects, the cash award will be evenly divided among members. Additionally, winners will receive the following recognitions:

- ***Certificate of Achievement:*** Personalized certificate recognizing outstanding contribution and project completion.
- ***Mentorship Opportunities:*** Direct guidance and support from me throughout the project and beyond.
- ***Feature on SaMi Website and YouTube Channel:*** Showcase your projects and achievements on the [SaMi website](#) and [YouTube channel](#).
- ***Opportunity to Present at SaMi Events:*** Present your projects at SaMi events, sharing experiences and insights.
- ***Letters of Recommendation:*** Enhance your letters of recommendation for college applications and future opportunities.
- ***Networking Opportunities:*** Access networking events and opportunities with professionals and organizations within the SaMi network.

Eligibility

To be eligible to apply, you (and your teammates, if applicable) must be a current or former SaMi tutor. If you are a prospective tutor, you must sign up for tutoring in the current Summer@SaMi Camp program. Past winners can apply again with new projects or continue their current projects. The TFI is open to both US citizens and international tutors.

How Does It Work?

The internship will be year-long. We support both individual and group projects. You (or your team) apply for it in the summer, and the selected projects will take place during the current academic year. Summer is the only application period, so if you're interested, apply now or wait until next summer. We will regularly communicate with you (or your team) to help throughout the internship. After the internship, you can use your project to apply for scholarships, awards, or colleges. The TFI program is separate from the tutoring programs; you can do both or either over the year.

Project Ideas

Here are a few ideas for community service projects that could align with SaMi's values and mission. Your project should aim to create a meaningful impact in your community while reflecting SaMi's commitment to education and empowerment.

- *STEM Education Workshops*: Organize and conduct workshops for underprivileged schools to teach students about STEM subjects, coding, robotics, or science experiments in your local area.
- *Environmental Awareness Campaign*: Develop a project focused on environmental sustainability, such as organizing clean-up drives, tree planting events, or educational seminars on recycling and conservation.
- *Technology for Seniors*: Create a program to help senior citizens learn how to use technology, including smartphones, computers, and the internet, to stay connected with their families and communities.
- *Health and Wellness Initiative*: Develop a project that promotes health and wellness in your community, such as organizing fitness classes, nutrition workshops, or mental health awareness programs.
- *Girls in STEM*: Launch an initiative to encourage and support girls' involvement in STEM fields through mentoring, workshops, and hands-on activities.
- *Community Science Fair*: Organize a local science fair where students can present their projects and innovations, fostering a love for science and technology in the community.
- *Digital Literacy Campaign*: Create a program to improve digital literacy among underserved populations, teaching essential computer skills and internet safety.
- *After-School Program*: Develop an after-school program that offers educational and recreational activities, homework help, and mentorship for students.
- *STEM Career Exploration*: Host career exploration events where professionals in STEM fields share their experiences and advice with students, helping them understand various career paths and opportunities.

Apply

Please fill out [The First Internship Application Form](#) by the deadline (will be announced in the summer each year). The award will be announced in a week after the due date.

What is the format of the summer camp program?

The summer camp program is a free online tutoring program for all students in K-12. The three-week period spans the last two weeks of July and the first week of August. This schedule is specifically designed to help prevent the summer slide and keep students engaged for the new school year.

Each week is independent, meaning that the classes taught during one week will cover the same material as the other two weeks. You have the flexibility to teach for as many weeks as you prefer.

The daily classes will be conducted in two sessions, each lasting for 3 hours. The first session, known as the AM session, will take place from 9 AM to 12 PM Central Daylight Time. The second session, called the PM session, will be held from 1 PM to 4 PM Central Daylight Time. It's important to note that each class is taught only during one session, either AM or PM, on a daily basis.

The content covered in all three weeks is the same. Therefore, if you only wish to teach one course, you only need to sign up for one week, selecting either the AM or PM session. If you would like to teach two courses, you have the option to do so within a single week, attending one during the AM session and the other during the PM session. Or, you can distribute them in two weeks. For example, one in the AM session of Week 2 and the other in the PM session of Week 3. For those interested in teaching more than two courses, you can sign up for multiple weeks. By fully tutoring in both sessions across the three weeks, you can teach a maximum of six courses.

Signing up for a course means that you can fully teach it in the AM/PM session during the entire week.

What is the format of the school year tutoring program?

The SaMi School Year Tutoring Program is a free online tutoring program for all students in K-12. The 15-week program starts in late October and ends in late February. Each class session is 40-min long. All classes are taught in Zoom during the weekends (Saturday and Sunday). You can sign up for multiple classes as long as they don't conflict with each other.

Signing up for a course means that you can teach it for the entire 15 weeks during the program time.

What is the time zone used in SaMi?

All times are Central Time, USA.

Who can be a tutor?

Tutors can be high school students (grades 9-12) or college students who have a passion for STEM subjects. To qualify as a tutor, you should have successfully completed the class you wish to teach and obtained a good grade in it.

We welcome tutors from both the United States and around the world. You do not need to be a US citizen to be a tutor in our program. Our aim is to bring together a diverse group of tutors who can contribute their knowledge and expertise to provide an enriching learning experience for our students.

What do I need to do as a tutor?

If you are a new tutor, we kindly request that you provide a headshot and a short bio of approximately 100 words. This is a one-time requirement and allows us to recognize your tutorship on the [Tutors](#) page in mathinclude.org. After submitting your registration form, we will send you an email requesting your headshot and bio. You can simply reply to that email with the requested information. This information will be shared with the students you will be teaching.

If you are a returning tutor, you do not need to provide a headshot and bio again. But if you want to update your headshot and bio, please send it to us and we will update the information on the website.

All tutors, both new and returning, are required to attend a **Tutor Training and Professional Development Workshop**. This two-hour workshop will be scheduled in the evening prior to the start of the program. You will receive an email with the details regarding the date and time of the workshop.

Your email address will be shared with students in your class to facilitate communication and enable them to ask you questions during the program.

To ensure a successful teaching experience, it is essential that you have access to a computer and a stable internet connection at home. These resources will enable you to effectively teach your classes remotely during the summer camp.

As a tutor, can I also sign up as a student to take a class?

Absolutely! As a tutor, you have the opportunity to sign up as a student and take a class during our programs. However, please ensure that the class you wish to take does not conflict with the class you will be teaching.

When student registration opens, you will receive an email with all the necessary information. This email will include a student sign-up link that you can use to register for the class(es) of your choice. Simply follow the provided instructions to select and enroll in the desired class(es).

By participating as both a tutor and a student, you can further enhance your learning experience and deepen your understanding of the subject matter. It's a fantastic opportunity to engage with the curriculum from a different perspective.

Do I need to prepare teaching materials?

No, you do not need to prepare teaching materials from scratch. SaMi will provide you with teaching plans and materials to facilitate your teaching. These materials are designed to support the curriculum and ensure a consistent learning experience for students.

However, it is important that you review the teaching materials provided before each class. Familiarize yourself with the content and ensure you have a good understanding of the lesson. This preparation will enable you to effectively deliver the lesson and address any questions or challenges that may arise during the class.

SaMi values your dedication as a tutor and is committed to providing you with the necessary resources to make your teaching experience successful.

As a tutor, can I also sign up as a student to take a class?

Absolutely! As a tutor, you have the opportunity to sign up as a student and take a class during our programs. However, please ensure that the class you wish to take does not conflict with the class you will be teaching.

When student registration opens, you will receive an email with all the necessary information. This email will include a student sign-up link that you can use to register for the class(es) of your choice. Simply follow the provided instructions to select and enroll in the desired class(es).

By participating as both a tutor and a student, you can further enhance your learning experience and deepen your understanding of the subject matter. It's a fantastic opportunity to engage with the curriculum from a different perspective.

Does SaMi award the President's Volunteer Service Award (The program is temporarily paused by AmeriCorps)?

Yes, SaMi is an organization that awards the President's Volunteer Service Award to volunteers. As a certifying organization, we accept and verify service hours from both SaMi

and other organizations. If you have completed service hours with SaMi, there is no need to take any additional steps as we already have a record of your hours. However, if you have service hours from another organization, you can submit them by using their designated form, and we will verify and accept them.

The President's Volunteer Service Award follows a 12-month time frame, running from April 1st to March 31st. If you turn 16 during this period, you will be placed in the 16+ age category. In case you have already achieved an award within the program year before your 16th birthday, we allow you to receive the highest award achieved during that time. For example, if you earned 75 service hours as a 15-year-old before your 16th birthday, you would receive the Silver Award. If you then earn an additional 25 hours as a 16-year-old, totaling 100 hours in the program year, you would receive the Bronze award using the 16+ age category. We ensure that students receive the highest award they qualify for within their age category during the program year.

Please note that in order to be eligible for the President's Volunteer Service Award, you must be a U.S. citizen or a green card holder. Additionally, you need to participate in either or both of the Summer@SaMi Summer Camp and the School Year Tutoring programs within the current application cycle. For example, the 2024-2025 application cycle spans from April 1st, 2024, to March 31st, 2025.

To apply for the award, please send an email to sanantoniomathinclude@gmail.com containing the following information by March 31st:

- Any certificate(s) for non-SaMi service hours earned during the current application cycle.
- The certificate should include the name and date(s) of the activity, and the number of service hours. The certificate needs to be signed and dated by the activity supervisor.
- Your birthday (to determine your age group).
- Your mailing address, where you will receive your award certificate in April.
- Email confirmation of your U.S. citizenship or green card holder status.

By providing this information, you will initiate the application process for the President's Volunteer Service Award, and we will guide you through the necessary steps to receive the recognition you deserve.

Hours Required to Earn Awards in Each Age Group

Age Group	Bronze	Silver	Gold	Lifetime Achievement Award*
Kids (5-10 years old)	26-49 hours	50-74 hours	75+ hours	4,000+ hours
Teens (11-15)	50-74 hours	75-99 hours	100+ hours	4,000+ hours
Young Adults (16-25)	100-174 hours	175-249 hours	250+ hours	4,000+ hours
Adults (26+)	100-249 hours	250-499 hours	500+ hours	4,000+ hours

How Does SaMi Write Letters of Recommendations?

SaMi takes pride in supporting students and their endeavors by providing letters of recommendation. We understand the significance of these letters in various application processes, as they offer insight into a student's character, integrity, and positive impact through volunteering.

If you are a tutor at SaMi and you have demonstrated qualities such as honesty, integrity, and strong character in your volunteering efforts, we are more than happy to write a glowing letter of recommendation for you. This letter can give your application an advantage over others by showcasing your exceptional qualities and contributions.

To request a letter of recommendation, please send an email to sanantonimathinclude@gmail.com, stating the program you are applying for and your specific request. We will promptly respond with the necessary instructions to complete the process.

We are committed to supporting our tutors and helping them achieve their goals, and we are honored to contribute to their success through personalized letters of recommendation.

Does SaMi award any other honors to tutors?

Yes, SaMi recognizes outstanding tutors through various annual academic year awards. These awards are open to tutors who have volunteered in either or both the Summer@SaMi Camp program and the School Year Tutoring program. However, recipients of The First Internship program are not eligible to apply for these awards. The two awards we offer are:

Distinguished Leadership Award: This award acknowledges 1-2 tutors who have made notable contributions in promoting SaMi's mission and programs in their area. To apply for this award, please complete the [Distinguished Leadership Award Application Form](#). The primary evaluation criterion is your response to the essay prompt, where you explain why you deserve the award and describe how you have promoted SaMi's mission and programs in your area. The essay should be limited to 2500 characters. The application deadline is **March 1 every year**, and the notification of recipients will be sent on March 14 every year.

Distinguished Teaching Award: This award recognizes 1-2 tutors who have demonstrated teaching excellence. To apply, please fill out the [Distinguished Teaching Award Application Form](#). The main evaluation criteria include your class retention rate, feedback from students/parents about your teaching (if available), and your response to the essay prompt. In the essay, you should explain why you deserve the award and highlight your ability to motivate student effort, provide fair critiques and feedback, and organize knowledge for student use. The essay should be limited to 2500 characters. The application deadline is **March 1 every year**, and the notification of recipients will be sent on March 14 every year.

These awards are an opportunity to recognize tutors who have made significant contributions and demonstrated exceptional leadership and teaching skills. We encourage eligible tutors to apply for these honors and showcase their outstanding dedication to SaMi's mission.

Questions about the classes (after your registration)

What is the Tutor Training and Professional Development Program?

It is a mandatory two-hour meeting designed to support both new and returning tutors in enhancing their teaching effectiveness and professional growth. This program provides essential training on tutoring strategies, communication skills, and best practices for engaging with students. It also includes professional development opportunities to help tutors build valuable skills applicable beyond the tutoring environment.

The program ensures all tutors are well-prepared to create a positive and impactful learning experience while fostering a supportive community of educators. Attendance is required to ensure consistency in the quality of tutoring services and to provide tutors with resources for success.

When will SaMi send my meeting link(s) to students?

SaMi will send meeting links to students in the week right before the start of the program (a summer camp or school year program). You will be copied in the email(s) about your class(es). This means that your students will have your email address and can contact you during the program period if they have questions.

The emails will be grouped by subjects, and the subject lines will include the course name and session time. For example:

- Kid Coders (G3-5), 1-1:40PM CT, Saturday

The subject line indicates that the email contains the meeting link for Kid Coders, which is scheduled from 1-1:40pm in Central Time (CT), on Saturdays. If there are multiple tutors teaching different sections in the same session, an email will be sent per section, and you will be copied in the email about your section.

If a student requests lecture notes or the textbook, how should I respond?

Students can access the following spreadsheets for Textbooks and Classroom Supplies. For any information that can be shared with them, it is shared in this spreadsheet. Due to copyright restrictions, many textbooks and lecture notes cannot be shared. When your student asks you to share them, always guide them to the spreadsheet for reference. Don't share anything with students by yourself.

- [Textbooks and Classroom Supplies - Summer Camp](#)
- [Textbooks and Classroom Supplies - School Year](#)

If there is one specific weekend that I am unable to teach, how should I handle that?

First, inform SaMi about this and SaMi will notify your class in advance. Advanced notice is not only respectful but also essential for planning and maintaining a seamless learning experience for the students and their families.

Second, please pre-record a 40-min class locally on your computer. Since you don't have students, your video can be shorter than the class time. But it should be at least 30-minute long to earn two-hour service hours. Once recorded, upload the video to your Google Drive and share the link in the TutorAssignments spreadsheet. I will then distribute it to your students.

If you have an emergency and are unable to pre-record the class, that's okay. However, please inform SaMi as soon as possible, and we will direct your students to attend an alternative section.

If a student joins my meeting but he is not in my roster nor in another section of the same course, what should I do?

You will tell the student to leave the classroom and tell them to ask their parents to email SaMi to sign up for the class. If they don't respond, you can remove them in your class by following this instruction on [Remove a participant in a Zoom meeting](#).

If the student is from another section of the same course, they can stay in your class and you will check them in their own rosters.

If a student from another section joins my meeting, how should I proceed?

At SaMi, we prioritize student learning, especially when their assigned tutor is unavailable due to unforeseen circumstances such as illness. In such instances, students will receive an email notification suggesting they join a session hosted by another tutor that same weekend. They've also been instructed to notify you of their original tutor's absence. In these cases, allow the students to participate and mark their attendance in their own roster.

If a student mistakenly joins your session, gently direct them to their designated tutor's class.

For students who join without a clear reason, kindly request they exit the session and reach out to SaMi for further guidance. If they don't respond, you can remove them in your class by following this instruction on [Remove a participant in a Zoom meeting](#).

I can teach my class but have to start it late during the scheduled class time, what should I do?

Punctuality and respecting the scheduled time are core values we want to uphold. It is important to start and end classes on time as per the schedule. In instances where a delay is unavoidable, please ensure to communicate with SaMi asap, minimizing idle time for the students. We aim for effective, focused tutoring sessions, respecting both the learning process and the time of our students and their families.

What should I do if nobody joins my class in 15 minutes?

If a student has notified SaMi in advance about their absence, I will make a note of "Absent" in your class roster. In this case, you should proceed to teach the class and record it. I will then send the recording to the absent student after the class. Since you won't need to interact with students during the class, it is acceptable to end the session a bit early.

If no student has sent a notification of absence, the class will be canceled permanently for the rest of the program to save your time. Here's how to handle this situation: Please wait for 15 minutes for students to join the class. If no one joins after 15 minutes, please inform me immediately. I will send an email to your class, urging students to join within the next 15 minutes and informing them that otherwise, the class will be canceled. After a total of 30 minutes with no student joining, the class will be canceled permanently for the rest of the program, and I will send an email notification to your class accordingly.

I finished my class early, so can I end the meeting early?

No. Each session is scheduled for a duration of 40-min, and it is essential that tutors utilize the entire allocated time for their teaching. Consequently, ending the meeting early is not permissible.

All the class materials provided are designed to cover the full three-hour session. If you finished early, it might be due to a lack of interactive elements in your teaching approach. Increasing interaction with students is crucial. Engaging students individually can enhance their learning experience. Here are some suggestions to improve class interactions:

- Explain example problems clearly to the entire class.
- Encourage students to work on problems together rather than individually.
- Allocate a couple of minutes for students to solve each problem.
- Call on a student, such as Mike, to answer and explain his process. Praise him if correct, and guide him if not.
- Rotate through different students, like Anna for problem #2 and Lizzy for problem #3, to ensure everyone gets involved.

How should I send a group email to my class?

To ensure the privacy of students, it is important to follow these guidelines:

- Please Bcc (blind copy) all recipients in group emails. Bcc keeps students' email addresses hidden from each other, safeguarding their privacy.
- Avoid directly sending the email to students or including their email addresses in the Cc (carbon copy) field. This helps maintain confidentiality and prevents unintentional disclosure of personal information.

Will my students contact me during the program?

Yes, we have told your students to directly email you if they have any specific questions about your class.

Why is my class attendance rate not as high as expected?

Several factors could contribute to student absences, including schedule conflicts, illness, family travel, or international students living in different time zones. To enhance accessibility during the summer camp programs, we record all sessions and make the links readily available to students. However, for the longer school year program, we do not record classes to encourage consistent attendance. If a student is absent this week, you can generally expect them to return to class the following week.

What should I do if nobody joins my class in 15 minutes?

If a student has notified SaMi in advance about their absence, we will make a note of "Absent" in your roster. In this case, you will end this meeting and resume the class next week.

If no student has sent a notification of absence, the class will be canceled for the rest of the week to save your time. Here's how to handle this situation: Please wait for 15 minutes for students to join the class. If no one joins after 15 minutes, please inform SaMi immediately. We will send an email to your class, urging students to join within the next 10 minutes and informing them that otherwise, the class will be canceled. After a total of 25 minutes with no student joining, the class will be canceled for the rest of the program, and we will send an email notification to your class accordingly.

How to extend my recurring meeting link?

For the School Year Tutoring program, it is 15 weeks long crossing both the fall and the spring semesters. If you scheduled your recurring meeting in October, you might have set it to end on a date earlier than the last day of the program. To ensure your meeting link remains active until the program concludes, please follow these steps to extend its duration while keeping the same link:

1. Log in to your Zoom account.

2. Click "Meetings".
3. Locate your meeting under the "Upcoming" section or "Previous" section.
4. Edit the meeting's end date, extending it to the last date of the program.

Your meeting should be listed under the "Upcoming" section and has not moved to the "Previous" section. If it has moved, this indicates the meeting has expired. Please use the steps above to extend the date, and the meeting will be moved back to the "Upcoming" section.

Please do not create a new meeting link for your class in the spring semester. The same recurring meeting link should be used, and the above steps will help you ensure its validity through the end of the program.

When I put the password in the TutorAssignments spreadsheet, it's saying that there's an error. When I click on it, it shows the password at the top left corner but not in the Excel sheet. The password is =p!5@zF2.

Google Sheets is unable to properly display certain expressions, particularly those beginning with '='. Additionally, it automatically removes leading zeros in strings, so a sequence like '012345' would be shown as '12345'. To avoid this, you can prefix the passcode with the word 'passcode', for example, 'passcode =p!5@zF2'.

When do I receive my service certificate?

You will receive your service certificate via email in the week following the conclusion of the program. To ensure accurate records of your service hours, kindly remember to fill out the [Tutor-CheckIn](#) form, documenting all the service hours you have completed during the summer camp. Your certificate will be based on the information provided in this form, so please make sure to fill it out with the correct and updated details.

In order to receive the certificate, you must finish all the following tasks:

- Check-in students in Rosters for each class you taught.
- Check-in yourself in TutorCheckIn for each class you taught.

Once the program ends, if a student in my class contacts me and asks for more guidance after the program, will this be counted towards my service hours?

No, additional guidance provided to students beyond the formal program duration will not be counted towards your service hours. SaMi's service hours are earned exclusively through participation in SaMi's programs.

While we highly encourage tutors to support and assist students even after the program concludes, any activities or interactions occurring outside of SaMi's programs will not be considered for service hour credits granted by SaMi.

The availability and willingness of tutors to continue helping students beyond the program duration depend on their individual availability and willingness to do so. We greatly value the dedication of our tutors, and their commitment to student success is commendable. However, please be aware that any additional assistance provided outside of the program will not be counted as official service hours by SaMi.

Whom should I contact during the program?

For any questions throughout the program, please use SaMi's primary email: sanantoniomathinclude@gmail.com.

For course-specific inquiries, you can also reach out directly to your tutor; their email address will be provided to you.