Dear Prospective Tutor:
Thank you for your interest in the Hmong Literacy, Language & Jobs Project (HLLJP). I am hoping the following information will encourage you to join this exciting new program. This is a year long, grant-funded program.

**Learners:** All the learners in the HLLJP are recent Hmong refugees, having arrived since July 2004 from a refugee camp in Thailand. The adjustments they face are unlike that which most of us will ever know. Many have lived their entire lives in refugee camps. Health care and education were limited (the most years reported of formal education is six), and common comforts we enjoy such as electricity, plumbing and comfortable furniture were rare. Their history is rich with evidence that as a culture they have survived and prospered through the most difficult circumstances before, during and after the Viet Nam war when they sacrificed much for becoming our allies. Please see our program website for more information on their history. https://www.ohrd.wisc.edu/cls/hmong/

Our program learners will be involved in classroom instruction in work-related English as a second language, math, wood refinishing and possibly other skills. You will have access to the instructors, and their formal instruction will include teaching materials you can use to guide your tutoring. But much of what you will teach is “between the lines,” that is, addressing concerns and questions the learners have about life in America, our community, and the American workplace. Your role will be crucial to the success of the learners in this program.

**Tutor Training:** Tutors are not required to have any teaching experience or understanding of the Hmong language or culture. Our brief tutor training will prepare you to work with a learner, one-to-one. We will provide ongoing support, including tutoring materials and consultation by phone, email and in-person. One of my most important roles is to provide tutors with the support they need to be successful with learners.

**Schedules & Matching:** I will match you with a learner based on mutually convenient schedules. Once you tell me when you are available, I will find a learner who can work within those time frames. (If none of our program learners’ schedules prove workable for you, there are other adult learners in the campus and wider community who need your help.) When matching, I also take into consideration your stated preferences. Some tutors, for example, prefer to work with older, younger, or same gender learners and I will do my best to match you accordingly.

**Time Commitment & Tutoring Sites:** Tutor/learner pairs work for one or two hours per week at convenient locations on and off campus. Many live in the Northport Community on the east side of Madison, and depend on public transportation to move around town. The ultimate decision about tutoring location is decided by the pair themselves. We ask you to commit to a minimum of six months with the program, although everyone is welcome to say as long as they like.
From my twenty years experience doing this type of work, I can promise you that your tutoring support will almost certainly help to significantly improve the work, personal and community lives of your learner. Helping someone evolve by tutoring with them is a powerfully satisfying experience because as their skills improve, their self esteem and confidence usually follow. Those changes impact someone’s entire life.

Please feel free to call me (608-890-0474) or send email to jgriswold@bascom.wisc.edu if you have questions. Our program website will have information on the upcoming Tutor Information Sessions and Tutor Training classes. If you have a particular interest in tutoring small groups, let me know. By arrangement, academic credit may be offered for time spent tutoring.

Again, thank you for your interest in the Hmong Literacy, Language & Jobs Project.

Sincerely,

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