

ADD/UPDATE EFE PLACEMENTS GUIDE

HOW DO I UPDATE OR ADD A VOLUNTEER PLACEMENT IN S4?

Early Field Experience Placement Forms are only valid for the specific Mentor Teacher and school site listed on the form. Even if you only move from one Mentor Teacher to another at the same school site, your placement information must be updated in S4 so that you can receive a new, corrected Placement Form. To update, change, or add a volunteer placement at any time during the semester, please complete the Update My Volunteer Placement(s) Form in S4 using the instructions below.

Students are **not required** to report changes in their volunteer schedule (For example: you were originally scheduled to volunteer Mondays & Fridays from 8 am-10 am, but your Mentor Teacher asks you to come from 12 pm-2 pm instead), only if they are changing or adding Mentor Teachers. **EDTE 265 STUDENTS** are not required to submit the information of their secondary (15-hour) volunteer placement as this information should be reported to and tracked by their Course Instructors (Please note: EDTE 265 students are required to log the time spent at their 15-hour, secondary placement in the timelog for their 30-hour, primary placement, so that their timelog will total out to the full 45-hours for their course requirements. Please see our [Timelog Instructions](#) guide for more information).

IF YOU NEED TO REPORT AN INCIDENT OR CONFLICT REGARDING YOUR VOLUNTEER PLACEMENT, PLEASE EMAIL MEGAN MANN, EARLY FIELD PLACEMENT COORDINATOR, DIRECTLY AT efe@csuchico.edu.

STEP ONE: ACCESS YOUR PLACEMENT PAGE

- After [logging into S4](#) using your Chico State Portal log-in information, click on the red “View my placements” link at the bottom of the S4 homepage.

The screenshot shows a user interface for a student named Megan. At the top, it says "Hello Megan! What would you like to do?". Below this is a notification: "You are now masquerading as megantest." The main content area is divided into three sections for different student groups:

- Social Work Students:** You can access your placement information and assigned forms by clicking on View My Placements below. If you have any questions please contact Nicole Davis nmdavis@csuchico.edu
- SOE Early Field Experience Students:** PLEASE COMPLETE THE FOLLOWING FORMS: [Early Field Experience Student Application](#) and [Early Field Experience Student Availability Form](#). You can access your placement information and assigned forms by clicking on View My Placements below. If you have any questions please contact efe@csuchico.edu
- SOE Intern Students:** You can access your placement information and assigned forms by clicking on View My Placements below. If you have any questions please contact credentials@csuchico.edu

Below these sections is a "Course" section showing "Fall 2021" and "SOE EFE 100 (01): SOE EFE Test Course". At the bottom, there is a red link "View my placements" with a blue arrow pointing to it. Below the link, it says "You have 1 current placement and 1 past placement."

CONTINUED ON NEXT PAGE

- Under the semester header (Fall 2021 in the example below), click on the red placement number in the far-left column of your placement row (circled in yellow in the below screenshot). **If you have multiple volunteer placements, please select the placement number for the volunteer placement you need to update or change. If you need to update multiple volunteer placements, please repeat this process for each individual volunteer placement you need to update or change.**

My Placements

✓ You are masquerading as megantest. [Switch Back](#)

Fall 2021

| | Program | Course | Site | Site staff | Opportunity | Estimated Hours | Reported Hours |
|--------------------------|----------------------------|---------------------------------------|-----------|-------------|------------------|-----------------|----------------|
| Placement #171520 | SOE Early Field Placements | SOE EFE 100 (01): SOE EFE Test Course | TEST Site | Megan Leigh | TEST Opportunity | 45 | Not reported |

You should be on a page that looks like this:

Placement #171520

Student: Megan Test
Placed by: Megan Mann
Course: SOE EFE 100 (01): SOE EFE Test Course
Program: SOE Early Field Placements
Site: TEST Site
Site Staff: Megan Leigh
Opportunity: TEST Opportunity

Placement Term(s): Fall 2021
Estimated Hours: 45
Reported Hours: Not Reported

Other Forms

| | |
|--|---------------------------------|
| EFE Placement Form | View submission |
| Early Field Experience Student Application | Complete form |
| Early Field Experience Student Availability & Acknowledgement Form | Complete form |
| EFE Disposition Request Form | Complete form |
| Update My Volunteer Placement(s) Form | Complete form |

STEP TWO: FILL OUT & SUBMIT THE UPDATE MY VOLUNTEER PLACEMENT(S) FORM

Please fill out each section in its entirety, selecting the option that best describes what changes you need to make to your volunteer placement information as it is showing in S4.

- If you have not begun volunteering with the Mentor Teacher listed in S4, select “Change or update my Mentor Teacher.” For example: *The Placement Form you received and your placement page in S4 says that you will be volunteering with Mr. Rose at Chico Elementary School, but Mr. Rose was not available so you will be volunteering with Ms. Simpson instead.*
- If you need to add a second or third volunteer placement for the semester, select “Add an additional volunteer placement.” For example: *you are volunteering with Mr. Rose on Mondays & Fridays but you have ALSO arranged to begin volunteering with Ms. Simpson on Tuesdays & Thursdays.*
- If you are enrolled in EDTE 255, EDTE 265, or SPAN 425 and the volunteer placement you were assigned does not work out, select “I need a new volunteer placement (EDTE 255/265 or SPAN 425 students only).”

Please allow for 3-5 business days for form processing. Once your volunteer placement has been added/updated in S4, you will receive a new Placement Form that will reflect the changes. As a reminder, students are not permitted to begin volunteering until **AFTER** they have received a Placement Form for that specific volunteer opportunity*. *15-hour placements for EDTE 265 students excepted.