

# EARLY FIELD EXPERIENCE DISPOSITION FORM GUIDE

## WHAT IS A DISPOSITION FORM?

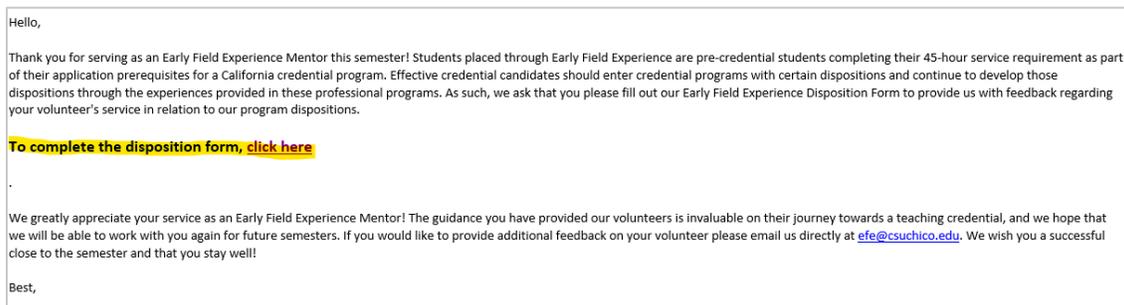
The Disposition Form is a way for Mentor Teachers to attest to their volunteer's skills and experience in the classroom as observed during their 45-hour placement. Disposition Forms are **required** as part of student application to Chico State's credential program. As such, **every student is required to obtain a Disposition Form at the conclusion of their 45-hour volunteer placement. DISPOSITION FORMS ARE TYPICALLY REQUESTED THE MONTH PRIOR TO THE END OF THE SEMESTER (NOVEMBER FOR FALL SEMESTERS AND APRIL FOR SPRING SEMESTERS) AND SHOULD BE SUBMITTED BY MENTOR TEACHERS BY THE LAST DAY OF CHICO STATE'S FINALS WEEK (MID-DECEMBER FOR FALL SEMESTERS AND MID-MAY FOR SPRING SEMESTERS).**

Previously a paper form, the Disposition Form has been moved to S4 so that it may be stored with the rest of the student's volunteer documents. Students are not able to view this form, so Mentor Teachers may be completely candid with their responses.

## MENTOR TEACHER INSTRUCTIONS

### STEP ONE: ACCESS THE DISPOSITION FORM

Once your student volunteer has submitted the Disposition Request Form in S4, you will receive an email from "CSU Chico School of Education via CalState S4" with the subject "EFE Disposition Form for *Student Name*". To complete the Disposition Form, click the "**click here**" link in the email (highlighted in yellow in the below screenshot). This will take you directly to your student volunteer's Disposition Form in S4.



### STEP TWO: FILL OUT & SUBMIT THE DISPOSITION FORM

- Enter your student's name and ID number at the top of the form.
- Please select a rating for each of the dispositions listed on the form by selecting a number from the drop-down menus. The purpose of these ratings is to guide and inform credential program faculty in their acceptance decisions and to monitor credential candidate/prospective candidate growth throughout their journey to a teaching credential. *For explanations of each performance level and disposition, please review the [SOE Disposition Rubric](#).*
- Please enter your name, contact information, school site information, and sign the form.
- Please then verify whether or not your student volunteer has completed the required number of hours for their class, their start and end dates, and whether or not you would recommend them for credential program acceptance.
- As a reminder, please submit your volunteer's Disposition Form by the end of Chico State's Final's Week for the semester in which they are volunteering (this date can be found on [our website](#) and will also be included in Care Call emails you receive throughout the semester).

Once you have submitted the Disposition Form, it will be stored with the rest of your volunteer's paperwork in S4. The volunteer **will not** be able to view this form (unless formally requested), however our program staff will be able to access it for reference and to add to the volunteer's credential application.

If you have additional comments about your volunteer(s), please do not hesitate to reach out to Megan Mann, Early Field Placement Coordinator, at [efe@csuchico.edu](mailto:efe@csuchico.edu).