

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. THE DISPOSITION REQUEST FORM SHOULD BE COMPLETED THE MONTH PRIOR TO THE END OF THE SEMESTER (NOVEMBER FOR FALL SEMESTERS AND APRIL FOR SPRING SEMESTERS).** If you complete the Disposition Request Form earlier in the semester, please remind your Mentor Teacher to complete the form by the end of Final's Week as your volunteer service comes to an end.

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. As such, please refer to the following guide for instructions on how to request a Disposition Form from your mentor teacher.

STUDENT INSTRUCTIONS

STEP ONE: LOG INTO S4: [HTTPS://APP.CALSTATES4.COM/CSUCHICO](https://app.calstates4.com/csuchico)

Your log-in credentials are the same as your Chico State Portal log-in information.

STEP TWO: ACCESS YOUR PLACEMENT PAGE

- Click on the red "View my placements" link at the bottom of the S4 homepage.

The screenshot shows the S4 dashboard for a user named Megan. At the top, it says "Hello Megan! What would you like to do?" and "You are now masquerading as megantest." Below this, there are three sections for different student types:

- 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](#)
[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 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, and the text "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).

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 THREE: FILL OUT & SUBMIT A DISPOSITION REQUEST FORM

- Click on the “Complete Form” button next to the EFE Disposition Request Form (highlighted in yellow in the screenshot above).
- Please enter your name, ID number, your placement grade/subject, your Mentor Teacher’s name and email, then submit the form.
- Students with multiple volunteer placements **must** fill out a EFE Disposition Request Form for **each** of their placements by following the same steps above.
- Once you have submitted your EFE Disposition Request Form, your Mentor Teacher will receive an email from S4 with a link to fill out a Disposition Form for you. **No further action is required from students after submitting an EFE Disposition Request Form** for each of your volunteer placements, however, you may wish to remind your Mentor Teacher to complete this form as you come to the end of your volunteer placement.