

EARLY FIELD EXPERIENCE ELEMENTARY TEACHER REQUEST FORM

RETURN TO: Your School Site Liaison

School of Education Tehama 101

Phone: (530) 898-6293 Email: efe@csuchico.edu Website: www.csuchico.edu/soe

Please Read First

1. Early Field Experience (EFE) volunteers give general assistance to teachers 3-4.5 hours per week for 10 weeks each semester. They may participate in classroom observations, assist with students one-on-one, work in small groups, grade papers, set up bulletin boards, or prepare projects.
2. EFE volunteers usually begin their placements in the 4th week of CSU, Chico classes. They serve for 10 weeks (excluding CSU, Chico holidays). The program usually ends on the first week of December for the Fall semester and the first week of May for the spring semester. Volunteers must be supervised at all times.
3. Please return this completed form to your site liaison or directly to Megan Mann at efe@csuchico.edu.

School Name: _____

Teacher's Name: _____ **Grade Level:** _____

Email: _____ **Phone:** _____

Preferred Method of Contact: _____ **Best Time of Day:** _____

Classroom Description:

- Bilingual
- General Education
- General Education Inclusive Classroom
- Resource Specialist Program
- Special Day Classroom
- Other _____

Please give a brief description of the assistance you would like in your classroom:

PLEASE TURN OVER AND COMPLETE THE DAILY SCHEDULE ON THE BACK OF FORM

Important, Please Read First:

1. We will use this form to match you with a student. It is very important your schedule is accurate and clear.
2. Please **cross out** the time slots below for which you **DO NOT** need assistance, especially times when you have other helpers or volunteers. We will sign-up volunteers in the blanks you provide.
3. Early Field Experience students are usually available Mondays/Wednesday/Fridays OR Tuesdays/Thursdays and will complete do between 3 and 4.5 hours a week.
4. Early Field Experience students must be supervised at all times.
5. You may reschedule placement times with your volunteer at your discretion.

Are you willing to have more than one student in your classroom per week? Yes No

If yes, how many? _____ (SOE does not place more than one EFE Student at a time)

Please remember to "X" out the time slots that you **DO NOT** need assistance in your class.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 am					
8:30 am					
9:00 am					
9:30 am					
10:00 am					
10:30 am					
11:00 am					
11:30 am					
12:00 pm					
12:30 pm					
1:00 pm					
1:30 pm					
2:00 pm					
2:30 pm					
3:00 pm					
3:30 pm					

Additional Comments:

--

FOR SOE USE ONLY

Volunteer's Name	Volunteer Time