

EARLY FIELD EXPERIENCE FREQUENTLY ASKED QUESTIONS

Q: I've been cleared to volunteer through the Early Field Experience clearance process in a previous semester. Do I need to get clearance again?

A: You are required to submit a new Early Field Experience Application, Early Field Experience Student Availability & Acknowledgement form, & new Risk Management forms for each semester that you are volunteering. You may submit the same, approved Letter of Recommendation(s) and TB assessment or test results from your previous application, so long as they are still dated within four (4) years of the current semester.

Q: I work as a paraprofessional, substitute, or otherwise work at a local K-12 school. Can I count my work hours as my service hours for my class?

A: If you would like to count your employment as or towards your service hours, please email Megan Mann at efe@csuchico.edu. Please detail how you are employed at your school site/district. Requests are approved on a case-by-case basis; if your request is approved, you will still be required to complete the Early Field Experience clearance process, timelog, and obtain a Disposition Form from your supervisor/supervising teacher.

Q: Can I request to volunteer with a specific Mentor Teacher or school site?

A: Of course! If you have a volunteer placement preference for a school site or Mentor Teacher within Chico Unified School District, please email your request to efe@csuchico.edu. Please note: while the School of Education does take volunteer placement preferences into consideration, we cannot guarantee that students will be assigned to volunteer with their preferred school site or Mentor.

At this time, we are only able to accommodate volunteer placement requests within Chico Unified School District. If you enrolled in EDTE 255 or EDTE 265 and require a volunteer placement outside of Chico, please follow the instructions for distance learners.

Q: What do I do if I've found my own placement or am a distance learner?

A: Distance learners (volunteers who need placements outside of Chico) are required to find their own volunteer placements at a K-12 school site in their local area. If you have found your own placement or are a distance learner, simply select that you have done so on the Early Field Experience Student Application, then enter your Mentor Teacher and placement information in the text boxes that appear. Please do not submit your application without filling out the complete contact information and placement information for all school sites you will be volunteering at or you will be asked to resubmit your application.

Please note that you must confirm if there are additional or alternative requirements for volunteering with the district that you wish to volunteer at.

Q: Where do I get a TB Assessment and how is that different from a TB Test?

A: Most schools require a TB Assessment valid within 4 years. If you have a positive TB Assessment, you will need to get further testing and documentation showing you do not have active TB. If you are a distance learner, verify requirements with the school you hope to do your placement with as they may vary from the School of Education's requirements.

TB Assessments & tests are offered by appointment through the WellCat Health Center. Please visit [their website](#) for more information.

Q: Can I email or bring in a printed copy of my letter of recommendation or TB results?

A: The School of Education will not accept any physical, printed copies these documents, nor do we accept them over email; they must be submitted with your application for security purposes. If you are having technical difficulties and are unable to upload your documents in the application on S4, please email Megan Mann at efe@csuchico.edu.

Q: What if I need a deadline extension?

A: If you need an extension past the application deadline (typically **Week 2** of the Chico State semester), please email Megan Mann at efe@csuchico.edu as soon as possible. Extensions are typically given through **Week 3** of the Chico State semester. Additional extensions past Week 3 may be granted on a case-by-case basis, upon written request and approval by the course instructor.

Q: How will I know when I have been cleared to volunteer?

A: Clearances are typically finished by **Week 4** of the Chico State semester. Once you have been cleared to volunteer, you will receive an email from S4 with a link to your Placement Form, which will contain your Mentor Teacher's information and volunteer schedule (as reported or as assigned). This Placement Form is also viewable within your placement assignment in S4. If you have multiple placements you will receive a unique Placement Form for each placement site and/or Mentor Teacher. Once generated, your Course Instructor and Mentor Teacher will also be emailed a link to your Placement Form for their records.

Please note: Placement Forms are *only* valid for the *specific* Mentor Teacher listed on the form. If you wish to volunteer with an additional teacher or at a different school site, you must complete the "Update My Volunteer Placement(s) Form" in S4 so that a new Placement Form can be generated for you.

Q: What do I do if I need to adjust my schedule at my volunteer placement site?

A: The School of Education places you based on schedule matches between you and a teacher. Once you have been placed, you may work out any changes with your teacher at their convenience. If changing hours does not work for the teacher, please email Megan Mann at efe@csuchico.edu.

Q: I have not been able to get ahold of the teacher I was placed with. What do I do?

A: Email Megan Mann at efe@csuchico.edu and she will help you get in contact with the teacher, and, if necessary, place you with another teacher.

Q: Who do I talk to about waiving my hours, checking my grade, or other course requirements?

A: We recommend contacting your course instructor.

Q: Am I required to track my volunteer hours? If so, how do I track them?

A: All student volunteers are required to track their volunteer service hours via the timelog function in S4. For full instructions on creating the timelog and tracking your time via S4, please review our [Timelog Instructions](#).

Q: How do I get a Disposition Form from my Mentor Teacher?

A: Please follow the instructions for submitting a Disposition Request Form by reviewing our [Disposition Form Guide – Students](#).

Q: I have other questions. Who do I contact?

A: Please email us at efe@csuchico.edu and we would be happy to help you!