

Introduction to EFE Video Transcript

Welcome to the introduction video for the Early Field Experience clearance process through the School of Education at Chico State. You are seeing this video today because one or more of your courses has a 45-hour (or other) classroom volunteering component. The School of Education uses our Early Field Experience clearance process to clear and/or place students in their volunteer placements within local classrooms. This in-classroom service component is a requirement from the California Commission on Teacher Credentialing (CTC) as a prerequisite for aspiring teachers intending on applying to a California teaching credential program.

To get started, please allow me to introduce myself. My name is Megan Mann and I am the Early Field Placement Coordinator for the School of Education. I myself am also a graduate of Chico State and I am delighted to work with you all! If at any time you have questions about our clearance process, policies, or requirements, you can always reach me by email at efe@csuchico.edu. You can also call me at my direct line, 530-898-6293, or you can stop by my office in Tehama 102.

Now that we've established who I am, let's quickly go over some common terms that are frequently used when we are discussing the Early Field Experience clearance process.

- **Clearance only** - students will *not* be assigned placements by the School of Education. Instead, students are either required to find their own placements, can select a placement from a list of opportunities that their Course Instructor provides them with, or is otherwise assigned one by their Course Instructor. This term also encompasses paraprofessionals and distance learners.
- **Clear & place** – students will be assigned placements by the School of Education. These volunteer placements are assigned with a Mentor Teacher at one of our local partner school sites.
- **Clearance/Cleared/Clear** – verification that a student is authorized to volunteer in a K-12 classroom setting. The official stamp of approval from the School of Education that you are all good to go and may begin volunteering with children!
- **S4** – the online database/system where students submit their applications, supplemental documents, track their volunteer service hours, and where your Mentor Teacher submits your Disposition Form. S4 is the system that does and houses it all!
- **Distance Learners** – students who need volunteer placements outside of the Chico area. We do have some limited elementary school placements in the Oroville area, so please reach out to me if you are interested. Otherwise, distance learners are required to find their own placements at a K-12 school site in their local area.

Now, you may be wondering, “Megan, how will I know if I need to be assigned a placement by the School of Education?”. Well, it's easy! If you are enrolled in **EDTE 255, EDTE 265, EDTE 570 or SPAN 425** and you are not a distance learner and you have not already found your own placement, then you will receive a placement assignment from the School of Education once

you are clear to volunteer. If you are enrolled in **AGED 210, MATH 195, MATH 241, MATH 295, MUSC 220, MUSC 221, MUSC 323, or PHYS 489T**, you will not receive a placement from the School of Education; instead, either you will be responsible for finding a volunteer placement or your Course Instructor will assign you one. For a full list of the classes Early Field Experience is servicing this semester, please check out the Early Field Experience Class List on [our website](#).

Please Note: students enrolled in EDTE 265 are assigned to their primary placement (30 hours) by the School of Education. Student volunteers are then responsible for arranging to observe an additional 15 hours in a classroom of the opposite subject at the same school site. For example, if you ask for a volunteer placement at an elementary school (Multiple Subject) then you are responsible for working with your Mentor Teacher and other teachers at the school site to observe 15 hours in a Special Education classroom at that same school site.

Okay, we've learned the common phrases and we know the difference between clear and place and clearance only. How do you get started on the clearance process? The best place to start is with the documents that you are required to submit as part of your Early Field Experience Student Application. All students must submit a Letter of Recommendation **and** TB Assessment or Test Results. These documents will be uploaded directly to your Student Application in S4.

The Letter of Recommendation must be dated within four years of your Student Application and must be written by a *professional contact*. Letters written by your roommate, a family member, friend, or the course instructor will not be accepted. The Letter must be written on official letterhead with appropriate, full contact information for your recommender. It should include a statement of how and for how long they have known you and describe your suitability for a classroom setting. **Letters of Recommendation that do not meet these requirements will not be accepted and you will be asked to submit another one.**

TB Assessment or Test Results must also be dated within four years of your Student Application and must clearly indicate a negative result. Unless otherwise required by your volunteer school site or district, you may submit a TB Assessment in place of a full, skin-prick TB test. The WellCat Health Center here on campus administers TB Tests by appointment; please visit [their website](#) for more information.

You are also welcome and highly encouraged to complete the optional Certificate of Clearance (COC). While the COC is not required at this time to receive clearance for an Early Field Experience placement, it *is* required when you apply for a California teaching credential program. As this certificate is good for five years, obtaining a COC now will be extremely helpful for you as you continue down the path towards a California teaching credential. If you have additional questions about the Certificate of Clearance and if completing it now is a good option for you, please reach out to your Course Instructor.

The last two supplemental documents you are required to submit as part of your clearance application are the Emergency Contact Information Form and Waiver of Liability Form. These two documents will be provided to you by your instructor as either fillable PDFs or Word

documents, or you may find them on our website under the “Forms & Guides” section. Please double check that you have the correct Waiver of Liability Form by checking the date range located on the first page. These forms do not get submitted in S4, but rather are emailed to our office directly.

Before we go over the EFE application process, I do want to touch on some special policies and frequently asked questions:

1. Even if you have been cleared to volunteer through Early Field Experience in the past, you are required to complete a new Application, Student Availability & Acknowledgement Form, and new Risk Management Forms for each semester you volunteer with us. You may submit the same, previously approved Letter of Recommendation and TB Assessment or Test Results from your prior application(s), so long as they are still dated within four (4) years of the current semester that you are reapplying to volunteer.
2. If you are employed as a paraprofessional or otherwise work with students at a K-12 district/school site and would like to count your employment towards your service hours, please email us right away. Requests are approved on a case-by-case basis; if your request is approved, you will still be required to complete the full Early Field Experience clearance process, the S4 timelog, and will need to obtain a Disposition Form from your supervisor/supervising teacher at the end of the semester.

For additional information on these special policies and more Frequently Asked Questions, please check out our [FAQs sheet](#).

Once you have collected your supplemental documents (your Letter of Recommendation, TB Assessment or Test Results, Certificate of Clearance (if you choose to complete it now), and Risk Management documents), you are all set to complete your Early Field Experience Student Application! Please log into S4 and fill out the application via the link on the website’s homepage. Remember, if you have found your own placement or are being provided one by your instructor, you **must** include your placement information on your application. If you have more than one placement, you must include the information for all of your placements when you submit your application.

After you have completed the Student Application, please return back to the S4 homepage and complete the Early Field Experience Student Availability & Acknowledgement Form (the link to which can be found directly underneath the link to the Early Field Experience Student Application). All student volunteers are **required** to complete this form as part of their application for clearance. If you need a placement assigned to you, you **must** complete the schedule portion of the Availability Form as we use the availability schedule you provide on this form to match you with a Mentor Teacher. Please review our Application Guide for full instructions on completing the Student Application and Student Availability & Acknowledgement Form.

Once you have completed the Student Application and Student Availability & Acknowledgement Form in S4, the last step in the process is to email your two Risk Management forms (the Emergency Contact Information Form and Waiver of Liability Form) to me. Please note, student applications will be considered incomplete without submission of these forms.

But how will you know that you are allowed to begin volunteering at your school site? Once you have been cleared to begin volunteering, you will receive an email from S4 containing a link to your official Placement Form. This form is your official verification that you are all set to begin working with your Mentor Teacher. For students receiving a placement from the School of Education, the Placement Form will also notify you of your assigned school site, Mentor Teacher, and placement schedule for the semester. If you will be volunteering at multiple sites or with multiple teachers, you will receive a Placement Form for each unique assignment. Your Course Instructor, Mentor Teacher(s), and Site Liaison(s) (if applicable) will also receive emails with link to this form so they may view it as well. Please note: students volunteering outside of Chico Unified School District are required to submit a copy of their Placement Form to their school site's main office as notification that you are cleared for volunteering.

As a reminder, students **are not permitted** to begin volunteering until after they have received their Placement Form(s). This includes volunteering in the classroom, at the school site, and at school site-associated events.

Furthermore, Placement Forms are **only valid** for the Mentor Teacher and/or school site listed on the form. If at any time you need to update your volunteer placement information (for example, you switched Mentor Teachers and/or school sites) or need add a new volunteer opportunity, please complete the Update My Volunteer Placement(s) Form in S4. Full instructions for completing this form can be found in our Add/Update EFE Placements Guide.

After you have received your Placement Form and you begin volunteering with your Mentor Teacher, there are two pending items to keep in mind during the semester. First, all volunteers are required to log their service hours using S4's timelog function. This is for our records so that we can be sure that you're on track to complete the required number of hours you need! For full instructions on tracking your time in S4, please see our Timelog Instructions PDF.

Second, as Early Field Experience volunteers are on the path towards a credential program, all volunteers are required to obtain a Disposition Form from their Mentor Teacher at the end of their volunteer service. In an effort to give your Mentor Teacher(s) enough time to complete this form, volunteers should submit a Disposition Request Form in S4 on month prior to the end of the semester (November for Fall semesters and April for Spring semesters). Submitting the Disposition Request Form will send an email to your Mentor Teacher which contains a link to complete the Disposition Form. Our office will monitor its submissions and will report them to your course instructors. Please note: students completing their hours over the course of multiple semesters (for example: Math) are required to obtain a Disposition Form for every

semester you volunteer. For full details on the Disposition Form and instructions on the request process, please review our Disposition Form Guide for Students.

And that's it! I know that this is a lot of information at one time, so if you have any questions at all about anything we've reviewed today, please reach out to me, Megan Mann, at efe@csuchico.edu or by calling 530-898-6293. For more information including links to our guides and supplemental forms, please visit [our website](#). I will also be sending you targeted reminders regarding many of these processes and deadlines as we move through the semester, so please be sure to check your Wildcat email account for updates.

Thank you so much for your time and I wish you an exceptional semester!