EARLY FIELD EXPERIENCE MENTOR INFORMATION SHEET

WHAT IS EARLY FIELD EXPERIENCE?

Following the discontinuation of CAVE’s Service Learning program at the end of Spring 2020, pre-credential students who are required to fulfill a 45-hour* service requirement prerequisite for a California Teaching Credential program are now cleared and/or placed in classrooms through the School of Education’s Early Field Experience (EFE) clearance process. The School of Education only clears and/or places students actively enrolled in Chico State courses that have a 45-hour* service requirement built into the course, which includes EDTE 255, EDTE 265, approved subject-matter equivalent courses (in which students may complete the requisite 45-hours over multiple semesters), and other select serviced courses (for a complete list of courses serviced by our program for the active semester, please visit our website).

The process for clearing and placing student volunteers is nearly identical to CAVE’s Service Learning process, the main difference being that all student documents are now being submitted and stored electronically. Volunteer Placement Forms and Disposition Forms are now also distributed and stored electronically, replacing the paper Placement/Clearance Forms that volunteers previously received, as well as the paper Disposition Forms submitted by Mentor Teachers.

IS CAVE TOTALLY GONE?

CAVE still hosts a number of volunteer programs for students. The only program that has changed hands is what was previously known as Service Learning (the program for students fulfilling their 45-hour, in-classroom service requirement). Please contact CAVE directly for more information about their current active programs, or visit their website to learn more.

WHAT ABOUT COVID-19?

While the School of Education is not permitted to collect vaccination data from our students, volunteers have been informed that they may be required to provide their service district or school site with formal documentation or otherwise complete an attestation that they are vaccinated against COVID-19. Volunteers have been instructed to follow all school site and district COVID-19 policies and guidelines to the letter (like masking, social distancing, and testing mandates).

I WOULD LOVE TO HAVE AN EFE STUDENT IN MY CLASSROOM! WHAT’S THE PROCESS FOR THIS?

• Please contact your district office or site liaison for a Teacher Request form (either Elementary or Secondary) if you have not already received one.
• Fill out the form with:
  o Your contact information.
  o Select the option(s) that best describes your classroom.
  o Give a brief description of the assistance you would like in your classroom.
  o Indicate how many student volunteers you would be willing to have.
  o Mark the times you do not want a student to volunteer with you on the provided calendar. We

Please return your completed Early Field Experience Teacher Request form to your site liaison or email it directly to efe@csuchico.edu. CHICO UNIFIED SCHOOL DISTRICT TEACHERS SHOULD ONLY SUBMIT THEIR FORMS TO THEIR SITE LIAISON.

If you have any questions while filling out the Teacher Request Form, or if you are a public school/charter that would like to have volunteers at your school site, please email us at efe@csuchico.edu.

AFTER YOU SUBMIT YOUR TEACHER REQUEST FORM

• Students typically begin volunteering in Week 4 or 5 of the Chico State semester (mid-September for Fall and mid-February for Spring).
• Once a student has been assigned to you, you will receive a copy of their Early Field Experience Placement Form via email, which is your formal notification that the student is clear to volunteer with you; this form will also contain their assigned volunteer schedule (which may be changed at your discretion, so long as the student completes the required number of hours for their course).
• Mentor Teachers (you!) have complete discretion as to whether or not you accept any student as your volunteer for the semester.

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15-HOUR SUPPLEMENTAL VOLUNTEERING FOR EDTE 265 VOLUNTEERS

With permission from their Mentor Teacher and volunteer school site administration, Chico State volunteers completing their service requirement through their EDTE 265 course are required to complete 15-hours of supplemental observations in a subject opposite that of their 30-hour, primary placement. For example, a student placed in a Multiple or Single Subject volunteer opportunity for their primary placement should arrange to observe 15-hours in a Special Education classroom (and vice versa). This is in an effort to help student volunteers recognize the connections between general and special education and is an integral part of the course experience for EDTE 265.

Should volunteers not have Mentor Teacher and/or the school site administration’s permission to observe in another classroom for the 15-hours, they will complete all 45-hours with their primary, assigned Mentor Teacher. Otherwise, student volunteers should reach out to the school site administrator or Site Liaison to see if they collaborate in identifying teachers who may be available to work with them for the 15, supplemental hours in the subject they require. Student volunteers are then responsible for contacting potential supplemental Mentor Teachers and arranging their observations when they have found a good fit, as aligns with School of Education disposition expectations (Professional Responsibility; please see the SOE Disposition Rubric for more information).

THE 15-HOUR, SUPPLEMENTAL HOUR REQUIREMENT IS ONLY APPLICABLE TO CHICO STATE VOLUNTEERS ENROLLED IN EDTE 265. The course number associated with your student volunteer’s service hours can be found at the top of the volunteer placement form.

WHAT DO I DO IF I NEED TO PROVIDE FEEDBACK ON MY EFE VOLUNTEER?

You will receive two “Care Call” emails to check-in on how your student’s volunteer service is going. This is the perfect time to provide feedback on your student’s performance, good and bad. If you are having issues with your student or need to report an incident, please contact us immediately!

WHAT ABOUT DISPOSITION FORMS & STUDENT TIME LOGS?

Every Early Field Experience volunteer is required to obtain a Disposition Form from their Mentor Teacher at the conclusion of their volunteer service. This form is a way for Mentor Teachers to attest to their volunteer’s skills and experience in the classroom as observed during their volunteer placement. This form is submitted at the end of your student’s placement in your classroom (approximately the week before Chico State’s finals week). Our office is currently redesigning the submission process for this form and will send out further instructions later this semester!

Students are required to track the time spent in your classroom using the Early Field Experience Timelog PDF. As their volunteer service draws to a close with you, please review their time for accuracy and sign the form, verifying their hours. Your volunteer will then be required to submit it to our office so that we may document that they have completed the required number of hours for their course.

QUESTIONS?

Please contact Megan Mann, Field Placement Coordinator, at efe@csuchico.edu or by calling (530) 898-6293.