**EARLY FIELD EXPERIENCE MENTOR INFORMATION SHEET**

**What is Early Field Experience (EFE)?**

Previously Service Learning through CAVE, pre-credential students who are required to fulfill a 45-hour service requirement as a prerequisite for a California Teaching Credential program will now be cleared for and/or placed in classrooms through the School of Education’s Early Field Experience clearance process. The School of Education only clears and/or places students actively enrolled in CSU, Chico courses that have a 45-hour service requirement built into the course, which includes EDTE 255, 265, and approved subject-matter equivalent courses. Placements for admitted credential candidates are still handled through our Field Placement Coordinator, Laura Loriano.

**What is the difference between Service Learning and Early Field Experience?**

Like the former Service Learning program, the Early Field Experience (EFE) program clears and/or places students for the 45-hours of classroom experience they are required to complete by the Commission on Teacher Credentialing in order to enter a California teaching credential program. While previously handled through CAVE, the School of Education will now be processing applications, clearing and/or placing students in classrooms, and supporting our partner schools as these students fulfill this service requirement. The process for clearing and placing students is nearly identical to CAVE’s Service Learning processes, however student applications and the submission of supplemental documents are now entirely electronic through S4. Unless noted by your site liaison or district, Teacher Request Forms are presently still physical, paper copies or fillable PDFs.

One aspect of the clearance process that is new and unique to EFE’s processes is that students will be asked to begin the process for a Certificate of Clearance (COC) as pre-credential students. At this time, a completed COC is *not* required for students to receive clearance and/or a placement through EFE; a COC *is* required when these students apply for a California teaching credential program. As this certificate is good for five (5) years, having students obtain a COC now will be extremely helpful for them as they continue down the path towards a credential.

**Is CAVE totally gone? What programs are they still offering?**

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, or their equivalent program for placing students in classrooms to fulfill their 45-hour service requirement.

While CAVE is no longer offering Service Learning, they do still offer a number of volunteer programs. 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 cannot collect vaccination data from our students, volunteers have been informed that they may be asked to provide their service district or school site formal documentation or complete an attestation that they have received a COVID-19 vaccine. Volunteers have also been instructed to follow all school site and district COVID-19 guidelines (like mask and social distancing mandates) to the letter.
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:
  - Your contact information.
  - Select the option(s) that best describes your classroom.
  - Give a brief description of the assistance you would like in your classroom.
  - Indicate how many student volunteers you would be willing to have.
  - Mark the times you do not want a student to volunteer with you on the provided calendar.
- 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.

I’ve submitted my Teacher Request Form. Now what?

- Early Field Experience volunteers typically begin their placements in the 4th week of CSU, Chico classes (September for Fall semester and February for Spring semester).
- You will receive two emails from S4: one inviting you to create your account and a second with a link to the student’s Placement Form. Please proceed with creating an account so that you may view this form, which is your formal notification that the student is clear to volunteer with you for the duration of the semester.
- Mentor Teachers (you) have complete discretion on whether or not you accept a student as your volunteer for the semester.

What do I do if I need to provide feedback on my EFE student?

You will receive a “Care Call” email twice a semester to check in on how your student’s placement is going. This is the perfect time to provide feedback on your student volunteer, good and bad. However, please do not hesitate to contact us immediately if you have issues with your student. You can either send us an email at efe@csuchico.edu or call us directly at (530) 898-6293.

What about Disposition Forms?

At the end of your student’s placement in your classroom, you will receive an email from S4 with a link to fill out a Disposition Form for your volunteer. The Disposition Form has been moved to S4 to give our Mentor Teachers an opportunity for complete honesty and confidential scoring; students will not be able to review your responses unless requested. If you have questions or are unable to access the Disposition Form or Placement Form in S4, please contact us right away via the below contact information.

Questions?

We’d be happy to answer any questions you have! Please email us at efe@csuchico.edu or call (530) 898-6293.