

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, and approved subject-matter equivalent courses. *Placements for admitted credential candidates are still handled through our Field Placement Coordinator, Laura Lorian.*

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 held online via S4, our application and placement database. Volunteer Placement Forms and Disposition Forms are now also housed and viewable on S4, 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:
 - 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. 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 two emails from S4: one inviting you to create your account and a second with a link to your volunteer's Placement Form. **PLEASE PROCEED WITH CREATING AN ACCOUNT SO THAT YOU MAY VIEW THE PLACEMENT FORM**, 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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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?

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. At the end of your student’s placement in your classroom (approximately the week before Chico State’s finals week), you will receive an email from S4 with a link to fill this form out for your volunteer prior to the conclusion to the active Chico State semester.

The Disposition Form has been moved to S4 to give our Mentor Teachers an opportunity for complete honesty and confidential scoring as students will not be able to view your responses unless formally requested. For more information and a complete instructional guide on submitting this form, please review our [EFE Disposition Form Guide – Mentor Teachers](#). For explanations of each performance level and disposition for the disposition rating portion of the form, please review the [SOE Disposition Rubric](#). Both documents can also be found on our website: www.csuchico.edu/soe/early-field-experience.shtml.

QUESTIONS?

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