EARLY FIELD EXPERIENCE
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Become familiar with this website; you will be referring back to this site for: Early Field Experience, Field Based Student Teaching, testing and certification.
Texas Education Agency requires teacher candidates to complete 30 hours of classroom observation and observation reflection before they student teach.

Benefits of Early Field Experience

The Educator Certification office is responsible for placing students for observation and collecting the required forms.

Students may observe in any school district that is TEA recognized.

You may complete your observation experience in one school. Observation in multiple schools is not permitted.
**EFE application deadline is Wednesday, January 29, 2014 (NO EXCEPTIONS).** Late applications will not be accepted.

Completion of ELED or SED 300 and documentation of 30 clock hours of observation (log) and reflection is an admission requirement to the Field-Based Teacher Education Program.

**Note:** You may receive consultation, remediation, growth plan, or denial of admission to the Teacher Education Program if you receive "Unacceptable" ratings on your evaluation / EFE Rating Form.
Failure to complete the 30 hours of observation for ELED/SED 300 will result in a failing grade in the course.

The 30 hours of observation required in ELED / SED 300 may not be fulfilled from other courses, or from past experiences as a substitute teacher.

Assignments cannot not be changed. Students should consider their course load, work schedule and travel time before choosing a school district.

Students may not observe in a classroom in which a family member is a student and/or mentor.
**EDUCATIONAL AIDES:** are required to complete an online EFE application. However, you will not receive an assignment from our office. You may complete your field observation experience on the job at your current position of employment in a TEA accredited school. You must complete the required observation log, reflection, rating form, obtain signatures from your mentor teacher and principal. Submit the observation log, reflection and rating form to your instructor.
Assignment Request Process

- After the 12th class day, our office will send the request to your first district choice entered on your EFE application. You are not guaranteed placement in your 1st district choice. It is the school districts choice if they want to accept your request. Wendy Nutt will contact you before a request is sent to your 2nd district choice.

- Assignments will be sent to the student and instructor via email. The assignment will have the assigned mentor’s name and contact information that was provided by the school district.

- Check your email including spam/junk mail in a timely manner.
DO NOT contact the school district (teacher or principal) until you have received an assignment form! We have policies and procedures in place with each district and a specific person that processes the placements for our students. If several students are calling a school district for their assignment the district may choose to not place our students in the future.
The deadline for contacting your assigned mentor and set up observation days and times is: November 1\textsuperscript{st} for the fall semester and March 15\textsuperscript{th} for the spring semester. If the mentor does not respond to email or phone calls, go to the school district and meet the school principal and mentor in person.

Student’s may contact Wendy Nutt at 903-886-5630 or wendy.nutt@tamuc.edu if they made every effort to contact their mentor with no success.

Include your name and CWID in all correspondence.
Students must adhere to the policies and procedures the school district has in place, i.e. arrival time, dress code and cell phone use. For more information go to the following link: Guidelines and Evaluation

Remember....You are a guest on their campus.
You will need the following to complete an EFE application:

a) Student ID (CWID)
b) Social Security number
c) Course(s) enrolled (requiring observation)
d) Instructor(s) name
e) Criminal History Form (first district choice)
f) DPS Audit Form

*Criminal History Form, DPS Audit Form & a copy of your driver’s license will need to be completed and returned to Wendy Nutt, Ed North #202. Failure to turn in the required forms before the deadline will result in delaying your assignment. Applications will not be processed until all forms are received.*
Go to www.tamuc.edu/teacher

Select “Early Field Experience”

Select “EFE Application” link.
Enter your name and student ID as listed on the University records.

Type your name and address correctly. Use proper capitalization, *DO NOT* use *ALL* lower case letters or abbreviations.

Provide an accurate email address and phone number.
Select all courses currently enrolled in that require observation hours and the instructor for each course. If you’re enrolled in more than one course that requires observation select the course that requires the most observation hours first.
Educational Aides may fulfill their field experience while on-the-job, at their current place of employment, provided it is a TEA accredited school.

Note: If "Yes" stop at this point and submit the application.

Note: If you are an educational aide, you may fulfill your field experience while on-the-job, at your current place of employment, provided it is in a TEA-accredited school.
**School District Information**

**Commerce ISD:** no bilingual program; choir mentor for elementary only.

**Frisco ISD:** will only place students needing 15 observation hours.

**Mabank ISD:** requires students to provide and pay for their own criminal background check. More information is on our website under Criminal History Forms select “Mabank ISD”.

**Melissa ISD:** our office will place students needing 15 hours or less.

**Prosper ISD:** will place students that live in their district.

**Waco ISD:** requires the original criminal history forms.
Navarro students currently enrolled in a TECA Navarro Partnership class may want to choose the same school district as your TECA course.
When choosing a school district consider your class schedule, work schedule transportation and distance. Your assignment cannot be changed once you submit your EFE application.

Spell the name of the school district do not use abbreviations. Example: (Dallas ISD not DISD)

You may request a school campus, mentor, grade level or select “No preference”.

If you choose Commerce ISD, Dallas ISD or Greenville ISD enter the school campus on the EFE application.
You must submit a criminal history and DPS Audit form for your 1st district choice and a copy of your driver’s license to Wendy Nutt, EDN RM 202 or via email/fax.

Please read the districts instructions carefully; some districts have an electronic process along with forms to be completed. If you choose a school that has an online process I will not need a copy of your driver’s license or DPS Audit form unless their instructions say otherwise.

EFE application requests will not be processed until all criminal history forms are received. Districts that have an online process will notify me if they have no record for the request.

I fully understand that I must submit my Criminal History Investigation form, DPS Audit form by observation application will not be processed and I will not receive an assignment.

Note: Incomplete applications and will not be processed and will result in delaying your observation assignment.
DPS Audit Forms

➢ School districts are required to keep this form in a separate file for DPS auditing purposes.

➢ Please read the highlighted paragraph carefully. It states you will only be asked to do the fingerprinting process if something is on your criminal history report. This may happen if someone with a criminal record has the same name as you.

➢ You will need to complete the information highlighted on the form.

Print name
Signature
Date
Agency Name (1st ISD choice)
Information and Thank you Memo

Type in your name, course enrolled in, and instructors name on the memo. Send this memo to your assigned mentor.

Observation Log

Print this form log your hours and description of activities you observed. Your mentor will initial the form each day you observe. Your assigned mentor and the school principal will need to sign the form when your assignment is complete.
Early Field Experience Rating Form
At the conclusion of your observation experience, your mentor should complete a rating form, available on the EFE website. This form should be placed in a sealed envelope and returned to your instructor, along with your completed log and observation reflection confirmation.

EFE Observation Reflection (Online Process)
Note: the Observation Reflection is required for Eled and Sed 300 ONLY.

When you finish your observation assignment, complete the online observation reflection (read instructions carefully). The confirmation page must be submitted to your instructor.
➢ Turn in the following forms to your instructor:

  - Observation Log
  - EFE Rating Form (if your mentor completed the paper form)
  - Observation Reflection Confirmation

➢ Your instructor will forward the forms to the Educator Certification Office.

➢ Keep a copy of the observation log and reflection for your records.
Frequently Asked Questions

1) Where do I go to complete the EFE application?

2) May I observe in any school district?

3) I completed a criminal history last semester do I have to it again?  
   Answer: YES

4) My dad is a teacher may I observe his classroom?  
   Answer: No

5) May I change the school district after I submitted my EFE application?

6) Am I required to complete an EFE application if I’m working as an Educational Aide?