EARLY FIELD EXPERIENCE
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 **September 12th, 2012 (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 grade of “D” 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.
Students enrolled in ELED/SED 300 must observe in the same level/field as their certification. When you receive your assignment verify that your assigned mentor is teaching in the same level/field as your certification. If not contact Shon DeFelice at 903-886-5630 or Shon.DeFelice@tamuc.edu.

Include your name and CWID in all correspondence.
EDUCATIONAL AIDES: will 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. If enrolled in ELED/SED 300 your current position must be in the level/field as your certification. You must complete the required log, observation reflection, rating form, obtain signatures from your mentor teacher and principal. Submit the log, observation reflection and rating form to your instructor.
Educational Aides enrolled in ELED/SED 300 may petition the Director of Field Experiences to have past experience considered in lieu of the 30 hours of required observation. The deadline to submit application is November 1\textsuperscript{st} for the fall semester and March 1\textsuperscript{st} in the spring semester.

\textbf{Note:} The Field Experiences Office does not rule on waiving the required observation hours for Reading courses. Reading instructors must rule on this matter. More information can be found on our website at the following link. \textit{(Important Information)}
Assignment Request Process

- After the twelfth 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. You will be contacted 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.

- Student’s need to check their 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 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.

Students may contact Shon De Felice at 903-886-5630 or Shon.DeFelice@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
d) Instructor(s) name

Students taking courses in Commerce will attend a computer lab the first week of class to complete the EFE application, criminal history form and DPS Audit form for their first district choice.
➢ 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.
Students currently enrolled in ELED/SED 300 must select the same level/field as your degree plan.

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. If you’re enrolled in ELED/SED 300 you must complete your hours in the same level/field that is on your degree plan.

Education Aides enrolled in ELED/SED 300 may petition the Director of Field Experiences to have past experience considered in lieu of the 30 hours of required observation. Deadline for the fall semester is November 1st spring semester is March 1st.
School District Information

**Commerce ISD:** does not have a bilingual program. They have a 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.

**Tom Bean ISD:** requires students to get fingerprinted.

**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”.
You must submit a criminal history and DPS Audit form for your 1st district choice and a copy of your driver’s license to Shon De Felice 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 do 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.

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. * Select 

Note: Incomplete applications and will not be processed and will result in delaying your observation assignment.
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 that is not yours. This may happen if someone with a criminal record has the same name as you.

You will need to complete the information that is highlighted on the form.

- Print name
- Signature
- Date
- Agency Name (1st ISD choice)

DPS Computerized Criminal History (CCH) Verification

[AGENCY COPY]

I, ______________________, have been notified that a computerized criminal history (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB information I supply.

Because the name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization (as listed below) conducting the criminal history check is not allowed to discuss any information obtained using this method, therefore the agency may offer the opportunity to have a fingerprint search performed to clear any misidentification based on the name search, if the search provides a criminal report I know could not be mine.

For that fingerprinting process, I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (automated fingerprint identification system). I have been made aware that in order to complete this process I must have the correct fingerprinting (FAST) form from this agency, make an online appointment, submit a full and complete set of my fingerprints, and pay a fee of $9.95 to the fingerprint services company, LI Enrollment Services.

Once this process is complete and the agency receives the data form DPS, the information on my fingerprint criminal history record may be discussed with me.

[This copy must remain on file by your agency. Required for future DPS Audits]
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. This form also has a link for an online rating form to be completed at the end of your observation assignment. The online form will not be available after November 30th.

Observation Log

Print this form log your hours and description of activities you observed. Your mentor will initial the form for 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
If your mentor prefers they may complete the paper rating form at the end of your observation assignment instead of completing the online rating form. This form should be placed in a sealed envelope and returned to your instructor.

EFE Observation Reflection (Online Process)
When you finish your observation assignment complete the online observation reflection and print the confirmation page for 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. Do not send forms directly to Shon De Felice.

Keep a copy of the observation log and reflection for your records.
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?