EARLY FIELD EXPERIENCE
INFORMATION AND INSTRUCTIONS
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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 **8:00 a.m., Thursday, September 17th** (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. Additionally, you will not be admitted to the Field-Based Teacher Education Program!!

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. You must have transportation!!

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 at your current campus outside of your assigned position in a TEA accredited school. Please coordinate placement with campus principal.

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, the Teacher Certification office will send the request to the first district choice entered on your EFE application. You are not guaranteed placement in your first district choice. It is up to the discretion of the school district to make assignments for observation. If placement is not made in your first district choice, you will be contacted before a request is sent to your second district choice.

- Assignments will be sent to the student and instructor via email provided on the EFE application. 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 assignment information from the Teacher Certification Office! 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.
You must contact your assigned mentor teacher and schedule observation days and times in a timely manner! If the mentor does not respond to email or phone calls, go to the school campus and meet the school principal and mentor in person.

Students may contact the Teacher Certification Office – Ed North, Room 202, 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.

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 only)
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 the Teacher Certification Office, Ed North Rm 202. Failure to turn in the required forms before the deadline will result in your application not being processed.

- Note: If your first district choice has an online volunteer / criminal background process, you are not required to submit your driver’s license or DPS Audit Form.
➢ 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, \textit{DO NOT} use \textit{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.

Level of certification: Please Select One
Teaching Field: Please Select One

Note: 30 hours will be the maximum of hours required. For example, if you are enrolled in both ELED 300 and RDG 350 you will only be required to complete 30 hours of observation.

Course #1: Select Course  Instructor for Course #1: Select Instructor
Course #2: Select Course  Instructor for Course #2: Select Instructor
Course #3: Select Course  Instructor for Course #3: Select Instructor
Course #4: Select Course  Instructor for Course #4: Select Instructor
Educational Aides may fulfill their field experience at their current campus, outside of their assigned position provided it is a TEA accredited school. Please coordinate the placement with campus principal.

Campus (indicate the campus where you are receiving instruction): Select Campus

Are you currently an educational aide? Please select one

Note: If "Yes" stop at this point and submit the application.
**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 *only* 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.
Criminal History Forms

➢ You must submit a **criminal history and DPS Audit form** for your 1st district choice and a copy of your driver’s license to the Teacher Certification Office, Ed North, 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, a copy of your driver’s license or DPS Audit form is not required, unless otherwise indicated.**

➢ 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. You must be very detailed and specific in your description of activities observed. General statements are not acceptable. 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. KEEP A COPY OF THE COMPLETED EFE LOG FOR YOUR RECORDS, AS THIS IS PART OF THE STUDENT TEACHING APPLICATION PROCESS !!
**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 Teacher 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?
   Answer: www.tamuc.edu/teacher

2) May I observe in any school district?
   Answer: Yes! Must be a TEA accredited 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?
   Answer: NO

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