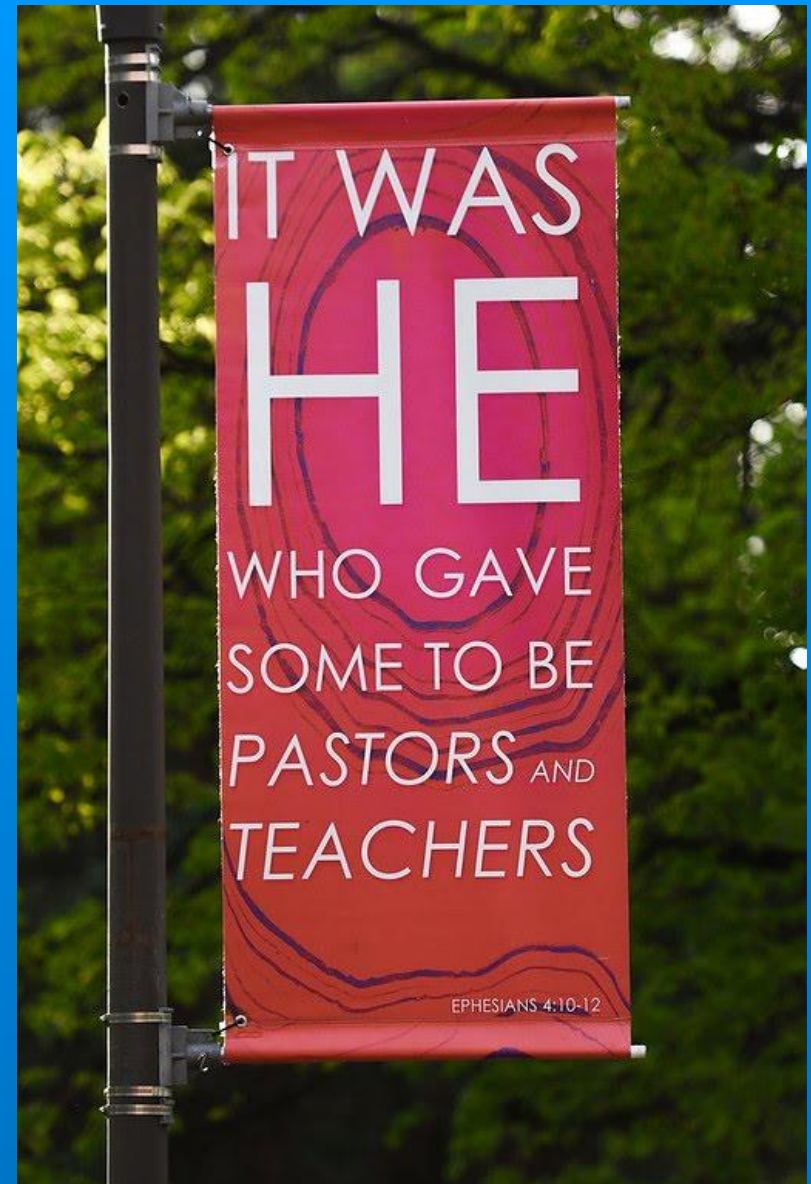
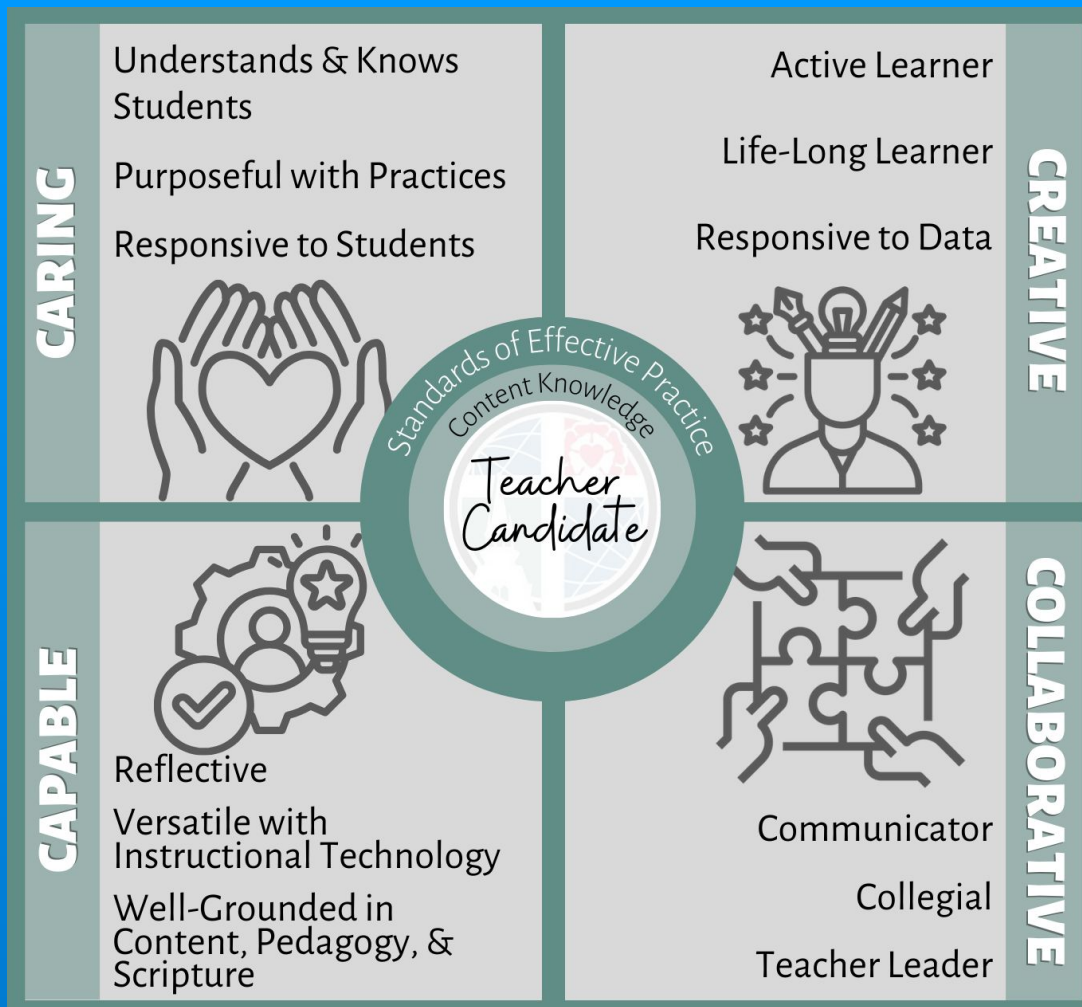


# Preparing for Ministry

Practical Application  
through  
Field Experiences





# CONCEPTUAL FRAMEWORK OF EDUCATIONAL INSTRUCTION

*at Martin Luther College*

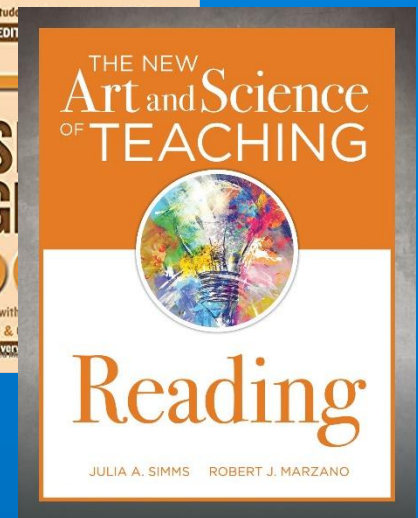
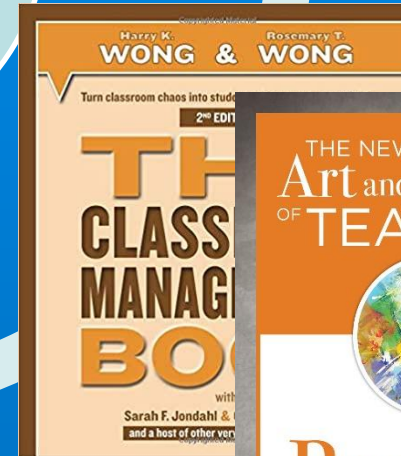
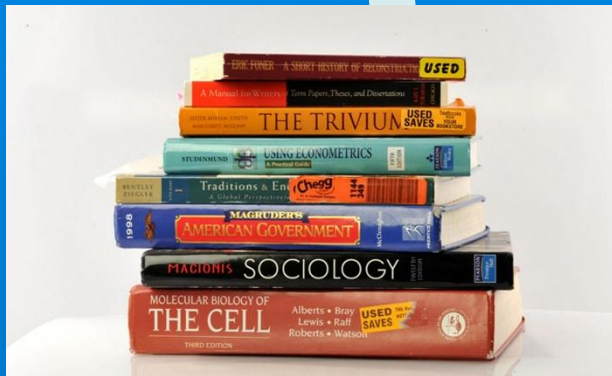


# Field Experiences





# The Circle of Experiences



# Field Experiences General Overview

Year One - J-term	Year Two - J-term	Year Three- J-term	Year Four +
EFE I	EFE II	Clinical	Student Teaching
	IFE		



EFE I

Year One  
Field  
Experiences

IFE

Year One - J-term

Year Two - J-term

EFE I

EFE II

January 17 – January 21, 2025



Year One - J-term

Year Two - J-term

EFE I

- Group interaction
- Presentations
- Videos
- Discussions
- Recreation
- Teaching





# EFE I

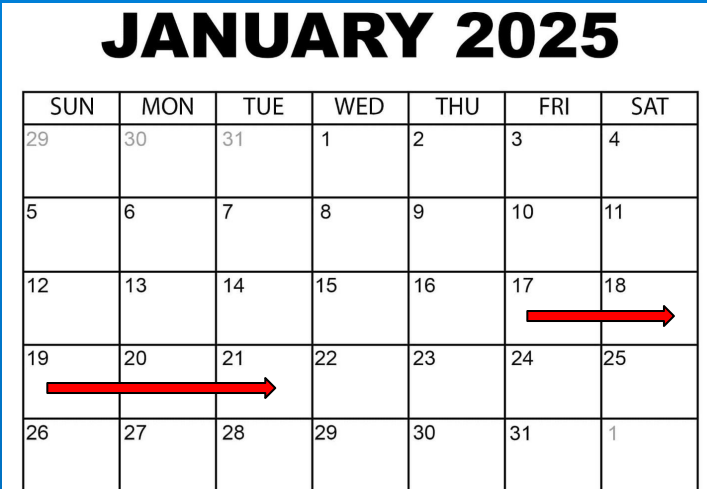
## EDU 1401

# Flex Period Orientation- Wednesday, November 13

January 17- January 21, 2025

**JANUARY 2025**

SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

A calendar grid for January 2025. The days of the week are listed in the header: SUN, MON, TUE, WED, THU, FRI, SAT. The dates are arranged in rows. Red arrows are drawn on the calendar to indicate specific periods: one arrow points from Friday, January 17 to Saturday, January 18; another arrow points from Monday, January 19 to Wednesday, January 21.



EFE II

Year Two  
Early Field  
Experiences

IFE

Year One - J-term

Year Two - J-term

EFE II

# EFE II

- Arranged by you
- Week-long (5 days)
- J-term (for most)





# 1 ATTEND MEETING

- This is the first day of the course
- Read through the syllabus
- Check out the guidelines on the website



## 2a EFE GOALS

- become familiar with age characteristics of children
- acquire a growing sense of confidence
- teach two lessons using instructor prepared lessons
- reflect and self-assess on teaching
- acquire a greater desire to serve in the teaching ministry



2b

## EFE for Education (*MLC Website*)

- EFE Grade Level Requirements
- Steps to a Successful EFE
- EFE Guidelines
- FAQs
- Approval form button



<https://mlc-wels.edu/field-experiences/efe/>

**SINGLE Majors (without License Eligible Minor (endorsement))**

	<b>Early Childhood (ECE) (Birth-Grade 3)</b>
EFE II	K-2

	<b>Elementary (K-6)</b>
EFE II	K-5

**INSTRUCTIONS:**

1. Find your program below
2. \*\* At least part of the day must be in your discipline (major/minor)
3. You may choose either public school or Lutheran school for your experience.
4. Click the "Approval Form" button on the website under EFE for Education to submit your approval request to your principal.

	<b>Communications Arts &amp; Literature (CAL) (Secondary 5-12)</b>	<b>Science (Chem, Life, Phys) (Secondary 5-12)</b>	<b>Mathematics (Secondary 5-12)</b>	<b>Social Studies (Secondary 5-12)</b>
EFE II	5-8**	5-8**	5-8**	5-8**

	<b>Music - Instrumental (Secondary K-12)</b>	<b>Music - Vocal (Secondary K-12)</b>	<b>Physical Education (Secondary K-12)</b>	<b>Special Education (Secondary K-12)</b>	<b>Spanish (Secondary K-12)</b>
EFE II	K-8**	K-8**	K-8**	K-8**	K-8**

**ELEMENTARY (K-6) Majors with LICENSE ELIGIBLE MINOR (Endorsement) (5-8)**

	<b>Elementary + Communication Arts &amp; Literature (CAL)</b>	<b>Elementary + Educational Technology (Ed Tech) (K-8)</b>	<b>Elementary + Mathematics</b>	<b>Elementary + Science (General)</b>	<b>Elementary + Social Studies</b>	<b>Elementary + Spanish (K-8)</b>
EFE II	5-8 in CAL	5-8 in Ed Tech	5-8 in Math	5-8 in Science	5-8 in Social Studies	5-8 in Spanish

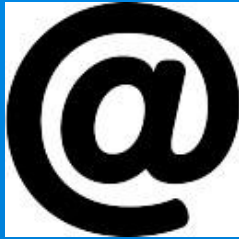
**DOUBLE Majors**

	<b>Early Childhood (ECE) + Elementary</b>	<b>Elementary + Secondary</b>	<b>Elementary + Special Education (SpEd)</b>	<b>Double Secondary (5-12) (CAL, Science, Math, Soc St.)</b>	<b>Double Secondary (K-12) (Music- Inst/Vocal, PE, SpEd, Span)</b>
EFE II	K-2	5-8	Special Education K-12	5-8 in discipline	K-12 in discipline

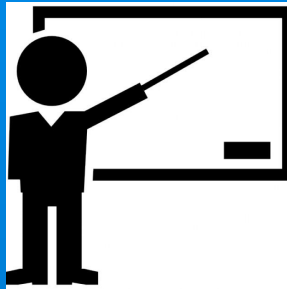


3a

# SEEK APPROVAL FROM PRINCIPAL



Contact principal



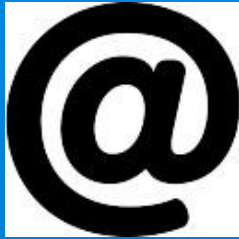
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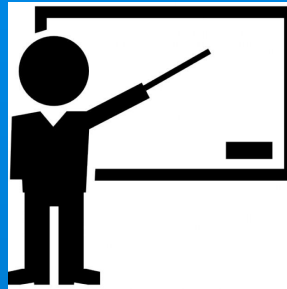
Seek permission

3b

# Contact SUPERVISING TEACHER



Contact teacher



Explain requirements



Explain  
Approval form

# 4

# APPROVAL FORM

## EFE

### EDU1401 Early Field Experience I: Introduction to the Teaching Ministry

A week of activities and experiences designed to introduce students to the roles and responsibilities of the teaching ministry (on campus).

### EDU2401 Early Field Experience II – Observation, Participation, and Teaching

5 full days of observation, participation, and teaching selected lessons in a primary, elementary, or middle classroom.

- [EFE Grade Level Requirements](#)
- [EDU2401 Syllabus \(2023-24\)](#)
- [Steps to a Successful EFE](#)
- [EFE II Guidelines](#)
- [Flex Kick-off PowerPoint](#)

[Click Here For Approval Form](#)

### EFE II Forms

- [Approval Form](#)
- [EFE II Supervisor Assessment Form \(PDF For Review Only\)](#)
- [EFE II Student Reflection Journal Prompts \(PDF For Review Only\)](#)

[Click Here For Approval Form](#)

# EFE II Reflection Journal Writing Prompts

1. Context for Learning-Background Knowledge of Students
2. Positive Learning Environment
3. Effective Instruction
4. Effective Management
5. Reflecting on a Lesson You Taught



# EFE II Perspectives

Student Speaker:  
Rachel Schoeneck-  
Elem. Edu. & Spanish Edu.

Year One

Year Two

Year Three

## Individual Field Experiences (IFE)

Students New to MLC since 2023 (70 hrs.)

- A. Congregational Activities
- B. Teaching and Instructional Activities
- C. Youth Service

## **Jesus Cares Recruitment Meeting**

Interested in sharing God's love and gaining some teaching experience? All while earning IFE hours? Then come learn about the JESUS CARES MINISTRY opportunity at our annual informational meeting!

Where: WCC #175

When: 8:00pm right after chapel

Date: Thursday, August 25th

Questions? Contact Elizabeth Duff or Danielle Harris.  
See you there!



## Returning Students Who Completed EFE I prior to 2023

Individual Field Experience Hours (EDU3405) are service learning opportunities found *outside* other courses. While both paid employment and volunteer activities can be used, they should be related to the work of the teaching ministry. To complete the course, a minimum of 50 hours of experiences are required. The activities should include work in three categories:

- A. Interaction with Adults (ages 19 & older) – Must be gained in a congregation or in the community. Minimum of 5 hours in at least two different types of activities.
- B. School Activities – Must be gained in a preschool, elementary, or secondary school depending on your program. Must be done during the regular school day during the regular school year. Minimum of 10 hours.
- C. Interaction with Children (ages 0-18) – Must be gained involving interaction with children or adolescents in a congregation or in the community. Minimum of 15 hours in at least two different types of activities.

The 50 hours of experiences are to be completed by the time one applies for student teaching which usually occurs in the spring semester of Year 3. All experiences must be gained after graduation from high school.

## Students New to MLC Since 2023

Individual Field Experience Hours (EDU3405) are service learning opportunities found *outside* other courses. While both paid employment and volunteer activities can be used, they should be related to the work of the teaching ministry. To complete the course, a minimum of 70 hours of experiences are required. The activities should include work in three categories:

- A. Congregational Service – Must be gained in a congregation or congregational services in the community. Minimum of 10 hours in at least two different types of activities.
- B. Teaching and Instructional Activities – Must be gained in an instructional setting or activity focused on delivering content. Minimum of 15 hours.
- C. Youth Service (ages 0-18) – Must be gained involving interaction with children or adolescents in a congregation or in the community. Minimum of 20 hours in at least two different types of activities.

The 70 hours of experiences are to be completed by the time one applies for student teaching which usually occurs in the spring semester of Year 3. All experiences must be gained after graduation from high school.

## FIELD EXPERIENCES

[Home](#)

### IFE

[EFE](#)

[Clinical](#)

- [Early Childhood Clinical](#)
- [Literacy Clinical](#)
- [Secondary Clinicals](#)

[Student Teaching](#)

- [Early Childhood Student Teaching](#)
- [Elementary Student Teaching](#)
- [Secondary Student Teaching](#)
- [Special Education](#)
- [edTPA](#)

[Calendars](#)

[Diversity Hours](#)

[Contact Us](#)

## Congregational Service

Minimum of 10 hours in two different activities

Altar Guild/Banner Committee  
Audio/Video Taping Service  
Booth Attendant  
Camp Counselor – Adult  
Canvassing  
Choir  
Church Cleaning  
Church Group Activities  
Church Group Athletics  
Church Group Christmas Caroling  
Church Holiday Activities  
Church Meeting  
Church Outreach Program  
Church Projects  
Church Work  
Church Yard Work  
Church/School Cleaning  
Clerical  
Community Activities  
Computer Setup

## Teaching and Instructional Activities

Minimum of 15 hours

Adult Bible Study Instructor  
Adult Instruction  
Adult Tutoring  
Bible Camp Instructor  
Center for Urban Teaching  
Christmas for Kids Instructor  
Classroom Tutoring  
Easter for Kids Instructor  
Individual Tutoring  
iTutoring  
Observation  
Other  
Summer School Instructor  
Sunday School Teacher  
Teacher  
Classroom Teacher Assistant  
VBS Teacher

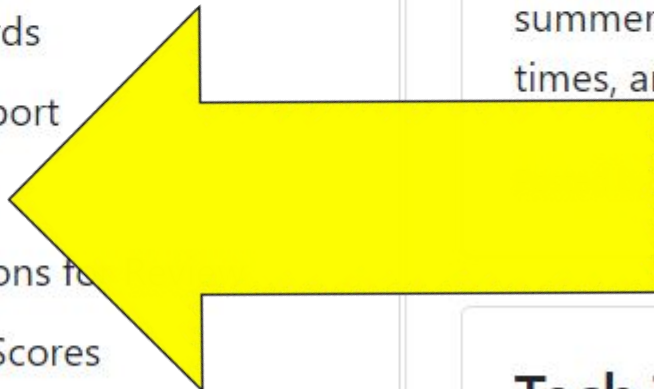
## Youth Service

Minimum of 20 hours in two different activities

4-H Group  
Assistant Coach  
Babysit  
Big Brother/Big Sister Program  
Camp Counselor  
Camp Counselor for Special Needs  
Campus Tours  
Canvassing/Youth Group  
Chaperone  
Child Care  
Child Supervision  
Children Activities  
Christmas for Kids Prep or  
Volunteer  
Coaching  
Community Youth Clubs  
Crossing Guard  
Daycare  
Daylight – Kids  
Drama/Musical/Fine Arts/Plays



- Academic Status
- Course Assessments
- Course Substitutions
- Diversity Hours
- EFE Weeks
- Enter Grades
- Financial Literacy
- Grade Cards
- Grade Report
- IFE Hours
- Nominations for
- Portfolio Scores
- Student Teaching Evaluations
- Summary
- Tests



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# Individual Field Experience Hours

Student Selection

## Individual Field Experience Hour Report

### A Congregational Service (minimum 2 activities and 10 hours)

Subtotal 0.0

### B Teaching and Instructional Activities (minimum 0 activities and 15 hours)

Subtotal 0.0

### C Youth Service (minimum 2 activities and 20 hours)

Children Activities 2.0

Subtotal 2.0

Total Hours (minimum 70 total hours) 2.0

Status **Requirements NOT Met**

Pass Date

This is a report of your Individual Field Experience Hours as of the date printed on the bottom of this report. Please review it and make sure you have met all the requirements for each category. If not, please continue to work on completion of these required hours. (These individual hours will need to be completed prior to applying for student teaching)

Completion Requirements:

#### Minimum Requirements

Category	Activities	Hours
A	2	10
B	0	15
C	2	20

**A Congregational Service (minimum 2 activities and 10 hours)**

Canvassing	1.0
New Friends	1.5
Volunteer Services	36.8
Subtotal	39.3

**B Teaching and Instructional Activities (minimum 0 activities and 15 hours)**

Observation	21.0
Other	3.0
Subtotal	24.0

**C Youth Service (minimum 2 activities and 20 hours)**

Easter for Kids Prep or Volunteer	7.0
Forensics	1.8
Other	3.5
Project Timothy/Children	6.0
Sunday School Prep or Volunteer	1.0
Youth Group	1.0
Subtotal	20.3

Total Hours (minimum 70 total hours) 83.6

Status **Requirements Met**  
**REGISTER FOR EDU3405 (see below)**

Pass Date

### Students New to MLC Since 2023

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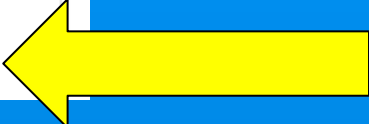
#### Students New to MLC Since 2023

Submit Education  
IFE hours at  
anytime.

 Record Education IFE hours

Forms ▾ Grades ▾ Human I

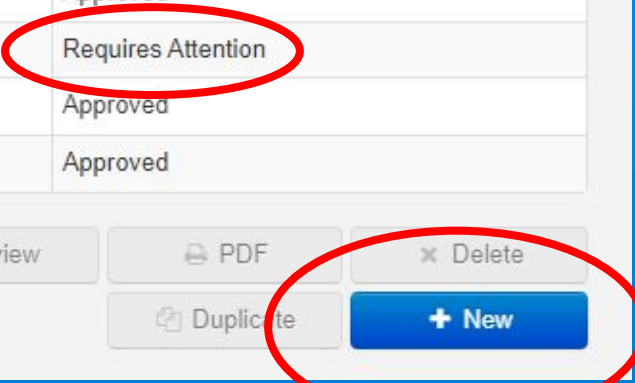
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- Education IFE Hours



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<input type="checkbox"/>	05/24/19	05/24/19		2019-05-24	Requires Attention
<input type="checkbox"/>	11/05/18	11/07/18		2018-11-05	Approved
<input type="checkbox"/>	11/05/18	11/07/18		2018-11-05	Approved

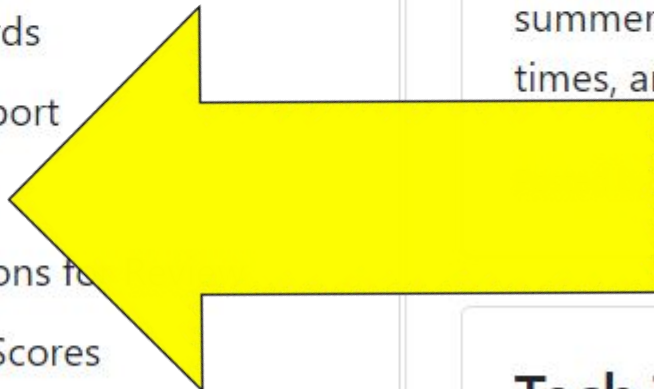
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Home Review PDF Duplicate **+ New** Delete





- Academic Status
- Course Assessments
- Course Substitutions
- Diversity Hours
- EFE Weeks
- Enter Grades
- Financial Literacy
- Grade Cards
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- Portfolio Scores
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# Diverse Experiences

cross-cultural



special needs



# Diversity Hours

Students should have experiences in settings that have a diversity of persons. This diversity can include persons or children of other races/cultures or children with documented special needs. Students report these diversity hours gained in EFE II, in their individual experiences, in the clinical, and in student teaching.

Students must log a minimum of 40 hours with at least 10 hours in each category. These hours are not in addition to the required hours in these experiences, but students have the responsibility for planning and arranging opportunities to work with diverse persons. For example, a student could arrange an early field experience in a classroom that has a significant number of minority children. A student could log individual field experience hours in a group home with developmentally disabled adults. In these examples, the student is meeting the requirements for the field experience as well as the diversity requirement.

The following table shows how students earn diversity hours.

	Minority Culture Children			Documented Special Needs Children		
Experience	30% or more	10-29%	Less than 10%	20% or more	10-19%	Less than 10%
EFE II	15 hrs	5 hrs	0 hrs	15 hrs	5 hrs	0 hrs
Clinical	75 hrs	30 hrs	0 hrs	75 hrs	30 hrs	0 hrs
ECE St Tchg I	160 hrs	55 hrs	0 hrs	160 hrs	55 hrs	0 hrs



Academic Status

Course Assessments

Course Substitutions

Diversity Hours

EFE Weeks

Enter Grades

Financial Literacy

Grade Cards

Grade Report

IFE Hours

Nominations for Review

Portfolio Scores

Student Teaching Evaluations

Summary

Tests



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# Diversity Hour Report

## Individual Hours

	Reported %	Hours
Cross-Cultural Experiences	-	21
Special Needs	-	12
Total		33

## EFE II

	Reported %	Hours
Cross-Cultural Experiences	20%	10
Special Needs	0%	0
Total		10

## Literacy Clinical

	Reported %	Hours
Cross-Cultural Experiences	10.5%	30
Special Needs	10.5%	30
Total		60

## Social Studies Clinical

	Reported %	Hours
Cross-Cultural Experiences	69.5%	75
Special Needs	25.5%	75
Total		150

## Category Subtotals

Cross-Cultural Experiences	136
Special Needs	117
Grand Total	253

Status: COMPLETE





**“Where can I find answers?”**



MLC  
Education/Staff Ministry

MLC  
MARTIN LUTHER COLLEGE

## Old Main – 1st Floor

### Education Division

<b>K. Green</b> Professor of Special Ed.	129C	<b>J. Roux</b> Professor of Education	129E
<b>K. Hanevik</b> Education Admin. Asst.	128	<b>C. Schaefer</b> Education Admin. Asst.	128
<b>R. Klindworth</b> Professor of Education	129D	<b>J. Schaefer</b> Professor of Cont. Ed.	128C
<b>J. Krause</b> Professor of Education	129A	<b>C. Whaley</b> Professor of Education	128A
<b>M. Norrick</b> Education Admin. Asst.	128	<b>R. Youngblom</b> Professor of Special Ed.	129B
<b>A. Pavelchik</b> Director of Field Experiences	128B		

### Staff Ministry/Education Division

<b>K. Gut</b> Professor of Education	125	<b>D. Vance</b> Professor of Education	126
<b>M. LaGrow</b> Professor of Education & Instructional Design	123	<b>L. Olson</b> Professor of Theology	127
<b>N. LaGrow</b> Professor of Education & Dir. of the Nontraditional Program	123	<b>M. Pearson</b> Professor of Phy. Ed.	124
<b>J. Mehlberg</b> Professor of Education	122	<b>A. Ueber</b> Professor of Education	126

# Resources

## Guide for Program Success (GPS)

- [Guide for Program Success \(GPS\)](#)

# Guide for Program Success

## Teacher Education



### → Year One

<b>GPA</b>	Achieve minimum of 1.70 (cumulative and semester) Achieve minimum of 1.80 (cumulative and semester)	Semester 1 Semester 2
<b>EFE</b>	Complete Early Field Experience I	EFE I week

### → Year Two

<b>GPA</b>	Achieve minimum of 1.90 (cumulative and semester) Achieve minimum of 2.00 (cumulative and semester)	Semester 1 Semester 2
<b>EFE</b>	Arrange Early Field Experience II Approval received Complete experience Submit EFE II self-evaluation	January February 15 EFE Week Last day of EFE
<b>TEAM</b>	Complete Teacher Education Assessment Measure (TEAM form) with advisor	April 15

### → Year Three

<b>GPA</b>	Maintain 2.00 (cumulative and semester) and 2.50 in major(s)	Semester 1 and 2
<b>Clinical</b>	Completion of all program plan(s) required clinical(s)	J-Term
<b>IFE</b>	Complete all Individual Field Experience hours and submit them	Friday after Spring break

### → Year Four/Five

<b>GPA</b>	Maintain 2.00 (cumulative and semester) and 2.50 in major(s) Achieve 2.00 in Bible and 2.00 in doctrine	Semester 1 and 2
<b>Grad</b>	Complete edTPA Portfolio Pass MLC Graduation Portfolio Complete diversity hours	Professional semester Graduation semester Graduation semester



“May His special blessing rest on those who are preparing themselves for full-time service in His kingdom.”

*-Student Teaching Handbook*

