FAQs about EFE II and EFE III

1. *What grade level should I be considering?* That depends on your major(s). A Requirements Chart can be found on the MLC website that explains the different grade levels needed for EFE II and EFE III.

2. *What forms are necessary?* Three forms are needed for EFE II or EFE III: (a) Approval Form, (b) Student Assessment Form, and (c) Classroom Supervisor Assessment. All forms are available from the MLC website on the Early Field Experiences page. The forms are electronically submitted.

3. *What needs to happen for the approval form?* Email the classroom supervisor with the information (your name, college email address, student ID#, EFE experience, and dates) and link needed in order for the teacher to complete and submit the Approval Form.

4. *Tell me a bit more about that email to the teacher*. An example of the body of the email follows:

> Thank you for your willingness to allow my Early Field Experience (EFE) to occur in your classroom. This email contains the information and link which you will use to submit your electronic approval of the EFE to Martin Luther College.
>
> | | |
> |---|---|
> | My name | Jill D. Candidate |
> | My email | candjd@mlc-wels.edu |
> | My Student | ID#16589 |
> | Experience | EFE II (or III) |
> | Dates | March 21-25, 2016 |
>
> Click here to access the approval form.
>
> Thank you for your time in completing and submitting the form. I am looking forward to the week in your classroom.

4. *What's the deadline for the return of the approval form?* February 15. By that date the Education Office should have received the submitted approval form from the participating teacher.

5. *What if the public school that I would like to work in is hesitant to approve the EFE because they are unfamiliar with MLC?* Our office can prepare a letter of introduction that you can email to the school principal that explains MLC and the purpose of the EFE. We just need to know the name of the principal and the school address in order to create the introductory letter on your behalf.

6. *What must I do if I can't complete EFE during spring break because of a conflict with another MLC-sponsored activity?* Try to get in as many days as you can during spring break and look for an opportunity to complete the remainder immediately following the conclusion of our school year. Most PreK-12 schools are in session through the end of May. Our office should approve any alternative plans you make for EFE. The deadline for the return of the approval form (February 15) still applies.

7. *Do I report diversity hours earned through EFE?* No, your classroom supervisor will report diversity hours (if any) on his/her assessment form. The only diversity hours that are reported directly by students are those earned during individual field experiences (IFE).

8. *What if my classroom supervisor is unable to sign my journal entry (student assessment form) before I leave?* Ask your classroom supervisor to email the Education Office (wittedb@mlc-wels.edu) with a brief message that simply confirms that he/she has seen the journal entry including the log of activities for the week.

9. *The Requirements Chart indicates that I should focus in my endorsement area. What does this mean?* Say, for example, that you are seeking a social studies endorsement. Look for a classroom teacher who may teach social studies in one or more classrooms in grades 5-8. In most cases, you will work that teacher the entire day gaining experience in other subjects of the curriculum as well.

10. *I am working with two teachers. Do both complete forms?* No, the teachers should decide who will take the "lead," and the lead teacher can complete the forms with input from the other teacher.

11. *Is there a place that has all the information I need to know about EFE?* Sure, the Early Field Experiences page has two excellent documents: Steps to a Successful EFE II or Steps to a Successful EFE III. In addition the Teacher Education Handbook has an extensive section devoted to EFE. Refer to the handbook for your major.