**FAQ Sheet – Site Supervisors**

Question: What year of study are the participating students?

    The large majority of the students enrolled in EDUC 201 will be first semester freshman who intend to be elementary, secondary, or special education students in the College of Education. However, since the course also fulfills a university general education requirement, students from other colleges on campus may also enroll in the course.

Question: Is it fair to expect that the student(s) placed at my community site will have background knowledge relevant for our organization?

    As the application process does allow for some self-selection, you may receive a student who has background knowledge relevant to your organization, but in most cases you will receive a student who would likely benefit from an orientation session to learn more about your organization and its mission.

Question: Is there any way for community partners to screen students prior to selecting them?

    Though there is no formal mechanism for community partners to approve the placement of an assigned student, if a site supervisor feels that there is a poor fit between their organization and the assigned student(s) they can contact us to discuss reassignment.

    Please know that the number of students you receive at your organization will fall within the range of the "projected openings" noted in your Guidebook description. However, if a student is reassigned from your placement there is an extremely slim chance that you will receive another student in their place. We will not have any students "on reserve". The only way you will receive a new student is if they are moved from another site, and you will be able to approve the addition of a new student to your site.

Question: What does the application process look like?

EDUC 201 students will have access to the application during the second week of the semester. At that time they will complete the application's demographic information and begin reviewing materials regarding the course's community placements. Students will finalize their applications and submit them to School and Community Experiences for processing.

The application process includes: the students completing the actual application, SCE processing the applications, assigning students to a placement site, and disseminating formal letters to site supervisors and to students. There will be a one day lapse between the time when site supervisors' letters go out and when students' letters go out. The lapse in dissemination will give site supervisors time to ask questions about the students placed with them and/or request any alterations in placement. *Students' letters will let them know where they have been placed. The letter will also tell them that they should reach out to their site supervisor as soon as possible to introduce themself and inquire about any orientation or training sessions they will need to complete prior to volunteering with their assigned community organization.*

Question: When will students be available to begin volunteering with their assigned community organization?

Following the completion of the application process, students will begin volunteering in mid-September for the fall semester or mid-February for the spring semester. In between the conclusion of the application process and when they start volunteering students may be required to complete community organization orientation sessions. Or, there may be a few students switching sites.

Question: Are community organizations required to hold an orientation session?

No, community partners are not required to hold an orientation session. You may want to hold an orientation session, if you would like to introduce the students placed at your organization to your mission and/or to better acquaint them with the "community experience" they will complete.

Question: How many hours are students required to volunteer with our community organization?

The students are required to complete 20 hours, over the course of the semester, at their assigned community organization. These are 20 contact hours, transportation time is not included in these 20 hours. We will explain to students that they are completing 20 contact hours, and that transportation is not included in that time allotment.

To make sure that students are able to achieve 20 contact hours, we ask that all community organization site supervisors construct a "community experience" that requires 20 hours of volunteer time that takes place over the course of the semester.

**Question: How is weekly attendance maintained?**

Students will fill-out an electronic timesheet each week. The completed timesheet will be sent to you (through the CTE Portal) for your approval. Weekly, you will confirm the students' placement hours and the work they completed. After you have signed-off on their hours, the electronic timesheet will be sent to their assigned Teaching Assistant (TA) so they are fully aware of the work and number of hours the students have completed. To maintain 20 contact hours, student should volunteer 2-3 hours per week.

**Question: What is the CTE Portal?**

The Portal is the platform that will be used to manage communication between the students, site supervisors, and the College of Education (Cara Gutzmer, TAs, and the course professor). The portal will allow for more seamless communicate. It will be used to record and track weekly timesheets, administer mid-semester and end-of-the-term surveys to site supervisors, students, and TAs, administer students' evaluations, and to disseminate monthly "check-in" emails to site supervisors. The portal can also be used to tabulate collected information for various reports, regarding placement experiences.

**Question: Who should community partners contact in the College of Education if they have questions about the community placement experience?**

Community organizations' can email sce@education.illinois.edu or call 217-333-6412. Please know that scheduled events will take place throughout the semester to support consistent communication between the College and the EDUC 201 community partners. These events will include a community partners' orientation session, mid-semester and end-of-the-term surveys. The SCE office will also send out monthly email communications to site supervisors to support efforts to maintain consistent communication. Site supervisors are always free to reach out at any time, especially if you have a question or comment about the community placement process and/or your student(s).

**Question: Are site supervisors expected to evaluate the students placed at their site?**

Yes, we would like site supervisors to evaluate the student(s) placed with them. The evaluation allows EDUC 201 students to receive feedback on their performance. It will also be a mechanism for the course professor and TAs to learn more about what the students are doing at their placements. These evaluations will help the course professor and TAs grade the students' overall performance at their placements. We will provide all site supervisors will an electronic evaluation sheet to complete. The process will not be too involved, as we want to be respectful of your time and other commitments. We ask that an evaluation be completed for each student twice over the course of the semester – once in the middle of the semester and again at the end of the semester.

Please know that we will also ask EDUC 201 students to complete an evaluation at the end of the semester were they will provide feedback regarding their experiences participating in the course's community placement component.