

# CAS Public School Site Application Script

Before proceeding, be sure to double check that the school you are reaching out to is under, an approved district by checking the list here:

<http://www.fullerton.edu/cice/schooldistricts>

## Verbal script:

When students are asking **PUBLIC** schools for a possible placement in person or over the phone, they should introduce themselves in the following manner:

**My name is (student name), and I am a CSUF Undergraduate student in the Department of Child and Adolescent Studies. Your school is approved under a learning activity placement agreement between CSUF and your district. I would like to complete 60 hours as a Teacher Assistant or a Classroom Helper supervised by a person with a bachelor's degree or higher in a related field. Could you please tell me if there are any opportunities available and, if so, how I would go about applying?**

This statement helps to make it clear that you as a CAS practicum student are not in a credential program, nor in an observation role (i.e. EDEL 315 or SPED 371). Remember that if you are taking other classes for observation, etc. the hours cannot be used for both (no double dipping hours) and it is best to be in a different position with a different supervisor for each respective class. Keep in mind that you need a supervisor who can spend at least 30 minutes per week with you to guide and provide feedback in either a setting that is one-to-one or a group of other practicum students.

## E-mail script

**Hi (school name or representative),**

**My name is (student name), and I am a CSUF Undergraduate student in the Department of Child and Adolescent Studies. Your school is approved under a learning activity placement agreement between CSUF and your district. I would like to complete 60 hours as a Teacher Assistant or a Classroom Helper. My program requires that I be supervised by a person with a bachelor's degree or higher in a related field. I would also need a minimum of 30 minutes per week with my supervisor to provide feedback and guidance either individually or in a group setting.**

**Could you please tell me if there are any opportunities available and, if so, how I would go about applying?**

**Thank you,  
(student name and contact info)**

For additional questions or support contact Melissa Levy at CICE at (657) 278-2854.