TK20: FACULTY GUIDE TO FIELD EXPERIENCE BINDERS

Browser Compatibility: Please use either Google Chrome or Mozilla Firefox as these browsers are most compatible with Tk20

For Assistance: Contact tk20@rowan.edu for any questions regarding Tk20.

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Key Terms:

1. **Field Experience Binder (F.E.B):** The assessment tool used in Tk20 during the clinical interns' field experience.

2. **University Supervisor (US):** A Rowan representative which oversees the progress of the clinical intern throughout the field experience placement

3. **Cooperating Teacher (CT):** Any district faculty assigned to supervise clinical interns placed in the classroom.

4. **Observations:** Clinical interns may be observed by their cooperating teachers and/or university supervisor during their field experience. Observations can be mandatory or optional, with pre- and/or post-conference, includes written and verbal feedback.

5. **Evaluations:** Performance-based assessment which documents the clinical intern's ability to plan, deliver and assess standards-based instruction • Clinical Practice Mid-Term and Final – evaluations using the Danielson Group criteria • SPA – evaluations with program specific criteria

Tk20 Icons:
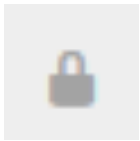
A **lock** icon indicates the form has a delayed release date.

Pending Task: An assignment or assessment not yet completed from the user's account.

Save & Close / Add / Save: these options allow you to save completed work WITHOUT submitting the assessment tool. It is most useful when there are multiple steps/files/forms required to complete a task in Tk20

Submit: Click submit once you have completed all the required forms for the task. This may be one rubric or 5 observations.
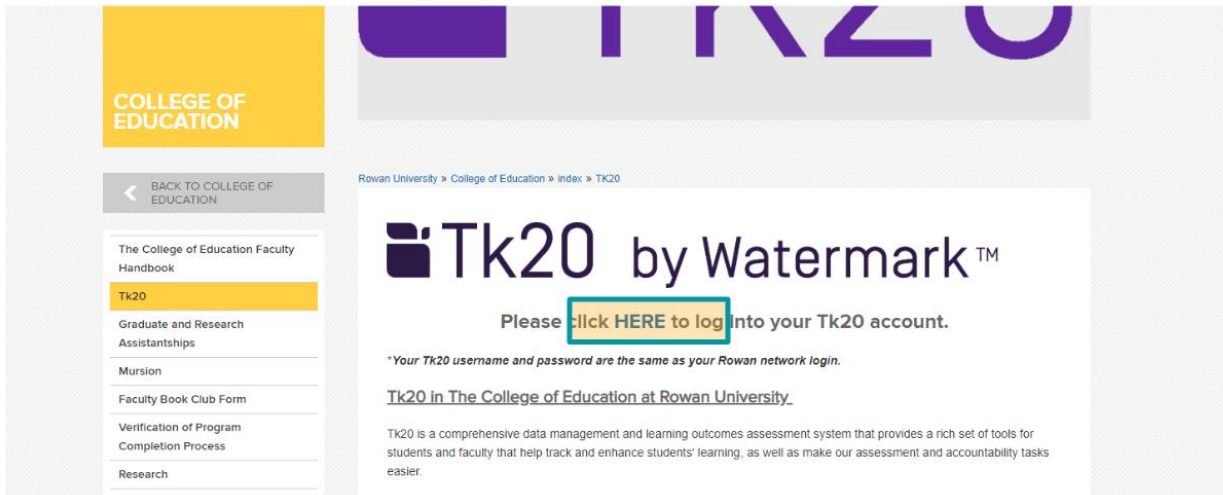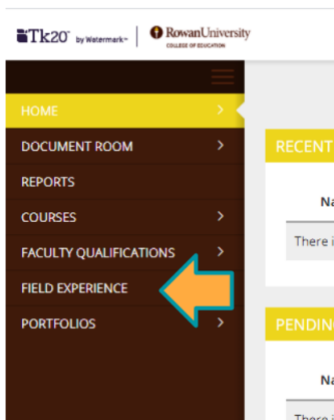
Assessing Clinical Intern's F.E.B.:

Login to TK20 using the following link:

https://login.rowan.edu/cas/login?service=https://rowan.tk20.com/campustoolshighered/portallogin_body.do

Enter your Rowan username and password.

Click on the **"Field Experience"** menu on the left of screen.

To open the field experience binder in Tk20 - Click on the **Intern's Name** you intend to assess.

You will see a split screen. **Your work will be on the top right hand side**. The cooperating teacher's work will be on the bottom right hand side. The clinical intern's work will be on the left side.

The red flags indicate the user has a task to complete. Click on the hyperlinked form title and the document will load on the right side.

Complete the form and click the "Save & Close" button located at the bottom of the screen.

When done successfully, a time stamp will appear to the right of the form under the "Last Update" column.

Verifying Participants Completed Forms:

- **<u>Cooperating Teacher</u>**

COOPERATING TEACHER'S FORMS

Cooperating Teacher:

Test Coop Teacher

Field Experience Form	**Last Update**
form	

To view a form completed by the Cooperating Teacher, click on the hyperlinked title at the bottom right hand side of the screen.

==Note: There will NOT be a red flag next to the Cooperating Teacher's forms. This indicates you have "view access" only.==

If there is no time stamp, located to the right of the form under the "Last Update" column, the form has not been successfully saved in Tk20.

- **<u>Clinical Intern</u>**

The Clinical Intern's work is displayed on the left hand side of your screen.

To view the Memorandum of Agreement completed by the clinical intern, click on the **"Memorandum of Agreement"** Tab.

If the student has successfully completed this form, the name of the form will be hyperlinked. You will be able to click the title name and view the student's saved work.

To view the Acknowledgment forms completed by the clinical intern, click on the **"Acknowledgements"** Tab.

Similar to the MOA, when the acknowledgements have been completed by the clinical intern – the title is hyperlinked and clicking on the title will allow you to view the successfully saved form.

Submitting the Field Experience Binder in Tk20:

PLEASE CLICK THE SUBMIT BUTTON ONCE YOU HAVE COMPLETED ALL THE REQUIRED FORMS

*You will know you have completed all the required forms, when there are **NO** red flags listed under the "Field Experience Forms" tab.

Tk20 will show the following if you have NOT saved all the required forms.

Note: even "optional" forms need to be cleared of the red flag indicator before Tk20 will allow submission. Click the "save & close" button at the bottom of the form [you do not have to input any data] to clear the pending task flag.
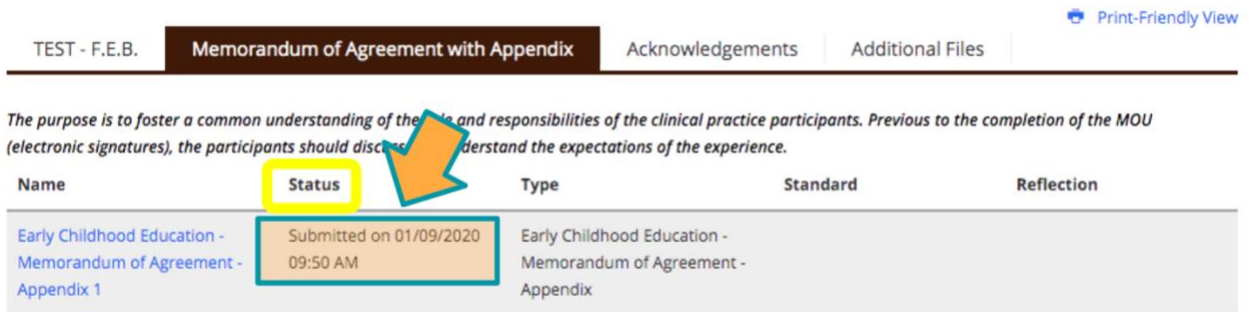
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Unlocking Your Clinical Intern's Binder:

If an intern you are supervising submits their field experience binder prior to completing the required forms, you have the authorization to unlock the binder.

HOW TO DETERMINE IF THE F.E.B. IS LOCKED:

1. Select MOA or Acknowledgement tab on the right side of your screen
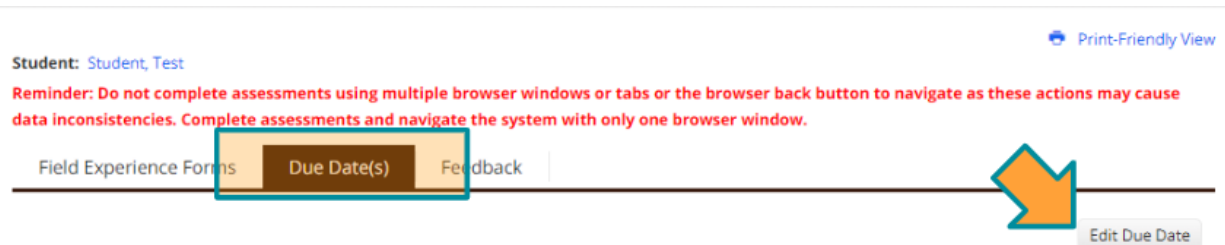2. IF the "Status" column shows "Submitted on [timestamp]" the clinical intern has submitted the binder
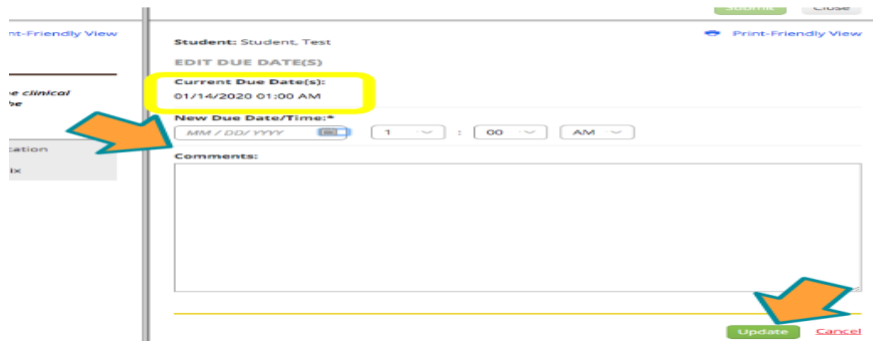

UNLOCKING A FIELD EXPERIENCE BINDER (FEB)

The act of "Resetting the Due Date" will unlock the clinical intern's FEB

- o Select the "Due Date(s)" tab on the right side of the split screen
- o Click on the "Edit Due Date" button

- o Enter the date shown under the "Current Due Date(s)" into the "New Due Date/Time:" fields

- ▪ Be sure the date is in MM/DD/YYYY format or you will receive an error
- o Enter your name into the comment section
- o Clicking the "Update" button located at the bottom right of the screen will unlock the FEB