

Cooperating Teacher/Mentor/Field Supervisor Guide to Initial Program Field Experience Binders
TK20 Assessment System

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

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

Key Terms:

1. **Field Experience Binder (F.E.B)**: The assessment tool used in Tk20 during 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 with the classroom.
4. **Observations**: Clinical interns will be observed by their cooperating teachers and university supervisor during their field experience. Observations can be mandatory or optional, with pre- and/or post-conference, with 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

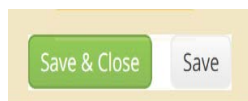
Tk20 Icons:



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



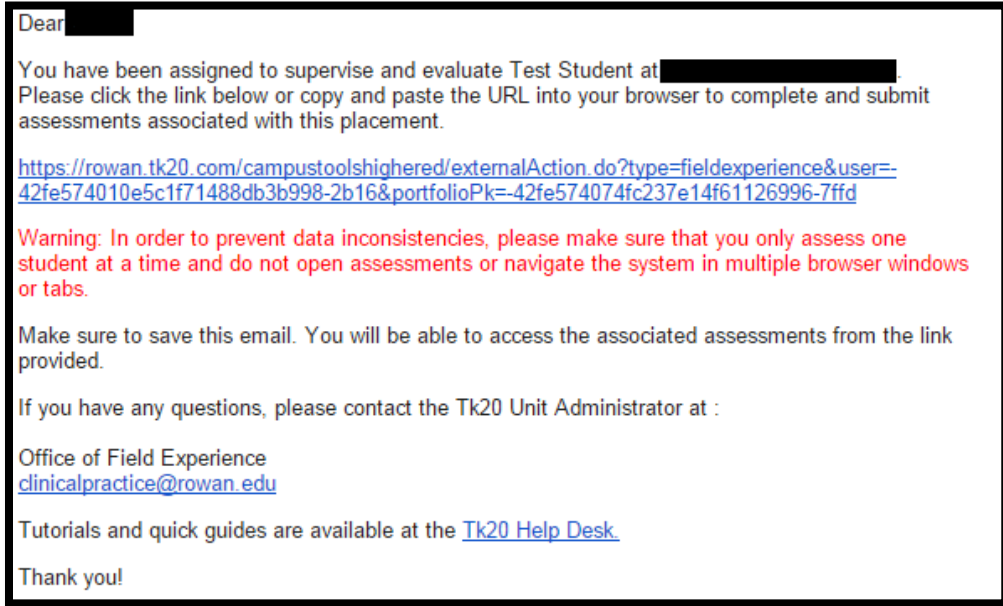
Submit: Click submit once you have completed all the required forms for the task. This may be one rubric or 5 observations.

1. When the binder is available on Tk20, you will receive an email with a unique link that will redirect you to Tk20 (username and password are not required for cooperating teachers/mentors/field supervisors).

You will use this link for the entire semester to access Tk20 so do not lose it.

If you did not receive an email or are having trouble with the link, please contact tk20@rowan.edu.

**See the example email below:*



After clicking the **link**...

2. Click on the **Field Experience** tab, and then click the name of your student.



Field Experience > Field Experience > Assessments

ASSESSMENTS

Current Field Experience Assessments | Previous Field Experience Assessments

| Student ▲ | Name ▼ | Term ▼ |
|-----------------|------------------------------------|---------------|
| ✓ Student, Test | MA Counseling- K-12- Assessment 5A | test semester |
| ✗ Student, Test | Initial Program (Test Binder) | test semester |

3. The page you see in front of you has the student's work on the left (**green arrow**), the university supervisor's work on the bottom right (**blue arrow**), and your work on the top right (**red arrow**).

Initial Program (Test Binder) | Memorandum of Understanding | Additional Files | Standards | [Print-Friendly View](#)

Title:
Initial Program (Test Binder)


Description:
This is for Pre K-3 Teacher Candidates who have been assigned to 1 evaluating Collaborating Teacher.

Due Date(s):
02/01/2025 01:00 AM

Submission Option(s):
Students are allowed to submit after the due date.
Students are allowed to submit after assessment has been submitted.
Additional Attachments are allowed.

> [Site Information](#)

> [Placement Details](#)



Student: Test Student | [Field Experience Forms](#) | [Due Date\(s\)](#) | [Feedback](#) | [Print-Friendly View](#)



FIELD EXPERIENCE FORMS

| Field Experience Form | Description | Last Update |
|--|-------------|-------------|
| Collaborating Teacher Survey | | |
| CT/Mentor Final Evaluation Agreement | | |
| CT/Mentor Midterm Evaluation Agreement | | |
| Memorandum of Understanding | | |
| CT/Mentor SPA Evaluation Agreement (Final) | | |
| CT/Mentor SPA Evaluation Agreement (Midterm) | | |

UNIVERSITY SUPERVISOR'S FORMS

University Supervisor:
[Test Faculty](#)

| Field Experience Form | Last Update |
|--|---------------------|
| Clinical Practice ECE Addendum (Final) | |
| Clinical Practice ECE Addendum (Midterm) | |
| Clinical Practice Final Evaluation | |
| Clinical Practice Midterm Evaluation | |
| Memorandum of Understanding | 09/09/2016 04:27 PM |


4. To complete your Memorandum of Agreement, Collaborating Teacher Survey, or any agreement form, click on the appropriate field experience form on the upper-right side of the page (**red arrow**). After you have finished the form, click the **Save & Close** bottom of the form.
5. To view the university supervisor's evaluation forms, you can click on the hyperlinked titles under the "University Supervisor's Forms" heading (**blue arrow**).

UNIVERSITY SUPERVISOR'S FORMS

University Supervisor:

[Test Faculty](#)

| Field Experience Form | Last Update |
|--|---------------------|
| Clinical Practice ECE Addendum (Final) | |
| Clinical Practice ECE Addendum (Midterm) | |
| Clinical Practice Final Evaluation | |
| Clinical Practice Midterm Evaluation | |
| Memorandum of Understanding | 09/09/2016 04:27 PM |



6. After viewing the university supervisor's form, proceed to fill out the corresponding agreement form and **Save & Close**.

Date
MM / DD / YYYY

Collaborating Teacher/Mentor

University Supervisor

Teacher Candidate

As the Collaborating Teacher/Mentor for the above candidate, I have read and discussed the Clinical Practice/Internship Evaluation Final with the Rowan University Supervisor and I agree with the assessment.

Checking this box indicates my electronic signature.

If needed, please upload your file here:
+ Select File
Drag and drop file here

GRADE
Grade:

Save & Close Save

When you have completed a form please click on **Save & Close** at the bottom of the form. When **all** the required forms are completed (no red flags showing under the cooperating teacher heading), please click **Submit**.