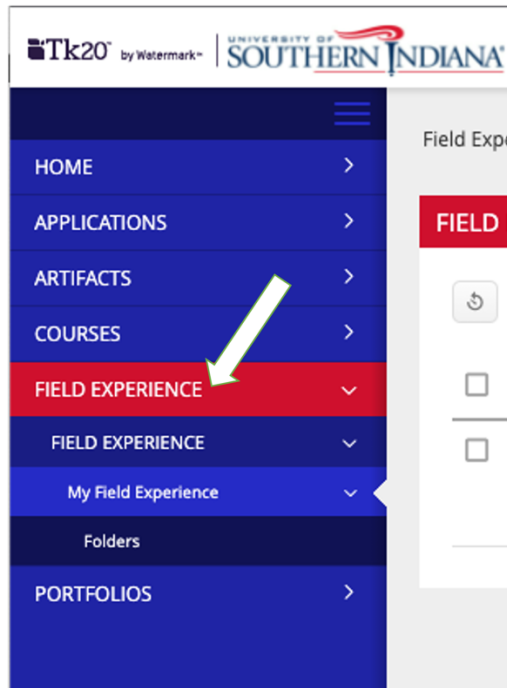
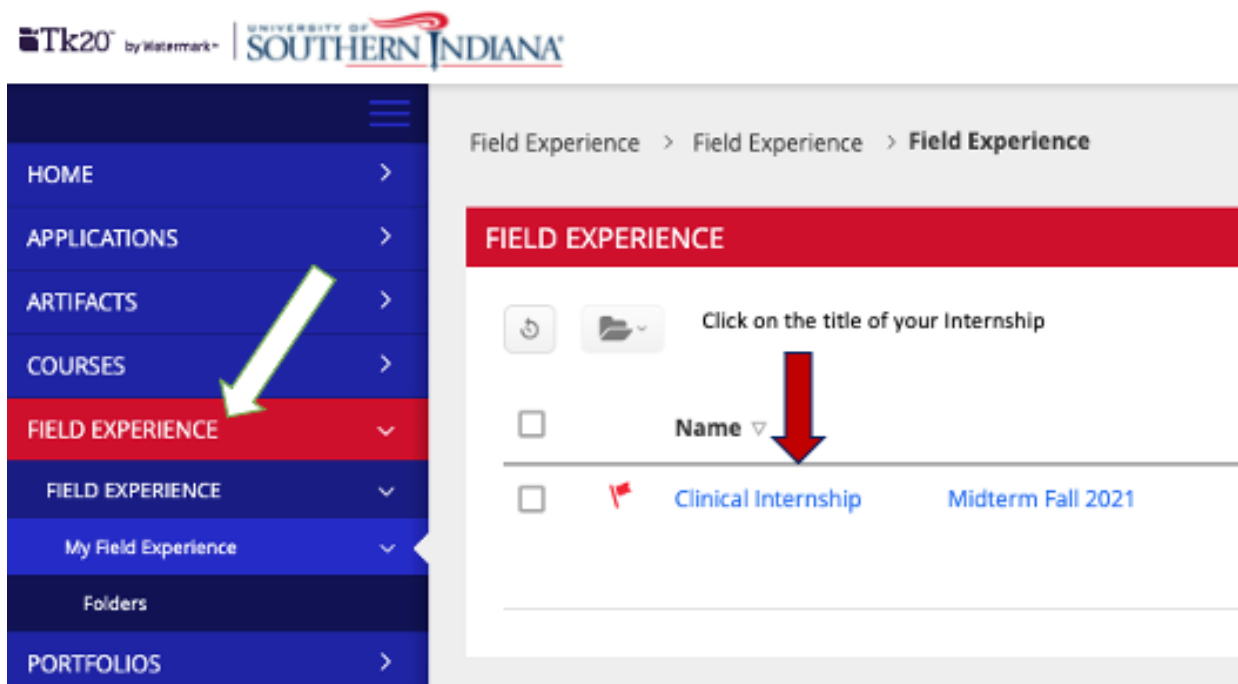


Instructions on How to Access the Midterm Binder

1. Log in to Tk20 from my.usi.edu
2. Click on “**Field Experience**” on the left-hand menu



3. Click on “**Clinical Internship Midterm Binder EDUC (Course Number)**” followed by the semester to access your Midterm Binder





Clinical Intern Tutorials Midterm Activities



Instructions on How to Access Assessments from the Cooperating Teacher and the University Supervisor

1. Click on the **“Assessment”** tab within Field Experiences
 - a. You should see four assessments
 - i. University Supervisor Visit Report 1
 - ii. University Supervisor Visit Report 2
 - iii. TCMA or TCFA All
 - iv. Teacher Candidate Disposition Inventory
 - b. Click on the title to view and read the four assessments
 - c. Once you are done reading, click on **“Close”** on the bottom right-hand corner of the page

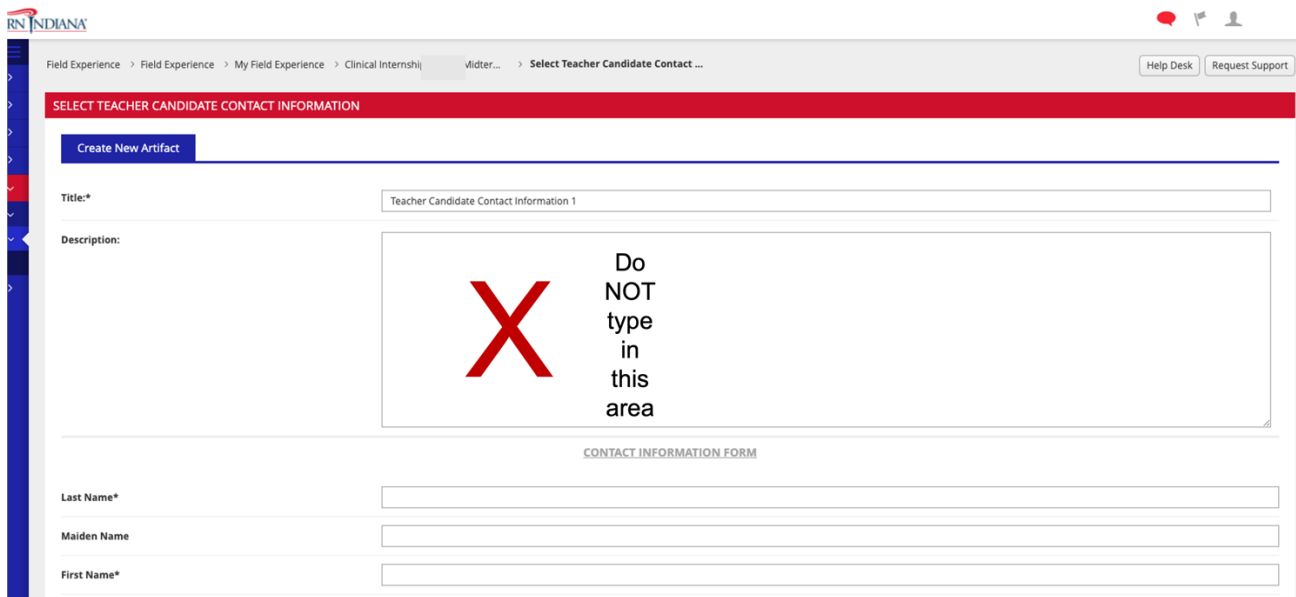
The screenshot shows the USI system interface. The breadcrumb trail is: Field Experience > Field Experience > Field Experience > Clinical Internship > Midterm... The main header is "CLINICAL INTERNSHIP MIDTERM FALL 2021". Below the header, there are tabs: Clinical Internship, Midterm Fall 2021, Teacher Candidate Contact Information Form, **Assessment** (circled in red), and Feedback. Under the "Assessment" tab, there is a table with columns "Field Experience Forms", "Role", and "Committee Member". The table lists four forms: "University Supervisor Visit Report 1 - (revised fall 2016)", "University Supervisor Visit Report 2 - (revised fall 2016)", "TCMA", and "Teacher Candidate Disposition Inventory (Revised Fall 2018)". A red bracket points to the first two rows with the text "Click on title to read each form". At the bottom right, there are buttons for "Submit", "Save", and "Close" (circled in red).

Instructions on How to Complete the Teacher Candidate Contact Information Form

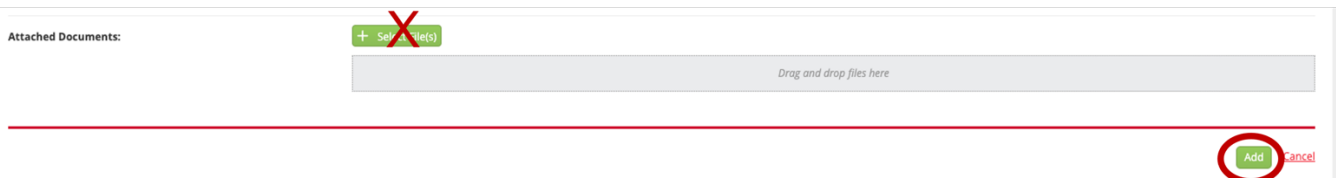
1. Click on the **“Teacher Candidate Contact Information Form”** within **Field Experiences**
2. Click **“Select”**

The screenshot shows the USI system interface for the "Teacher Candidate Contact Information Form". The breadcrumb trail is: Field Experience > Field Experience > My Field Experience > Clinical Internship > Midterm... The main header is "CLINICAL INTERNSHIP MIDTERM FALL 2021". Below the header, there are tabs: Clinical Internship, Midterm Fall 2021, **Teacher Candidate Contact Information Form** (circled in blue), Assessment, and Feedback. The page is divided into two main sections: "INSTRUCTIONS" on the left and "ATTACHMENT(S):" on the right. Under "ATTACHMENT(S):", there is a section for "Teacher Candidate Contact Information:" with a "Select Not Submitted" button circled in red and an arrow pointing to it. At the bottom right, there are buttons for "Submit", "Save", and "Close".

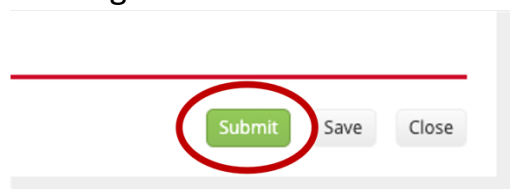
3. The Contact Information Form will open up
 - a. **DO NOT** type anything into the box labeled “Description”



- b. Fill out the rest of the contact information (name, address, phone, email, content area, degree, semester of graduation, etc.)
 - c. **DO NOT** attach anything to the “Attached Documents” section
 - d. Once done, click “**Add**” in the bottom right-hand corner of the screen



4. You will be directed back to the “**Teacher Candidate Contact Information Form**” tab
5. Click on “**Submit**” in the bottom right-hand corner of this screen



If you have any questions about the Midterm Activities contact the Director of Clinical Internships, Mrs. Joyce Rietman at jrietman@usi.edu.