

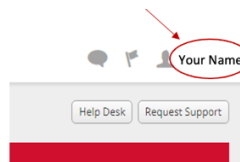
Cooperating Teacher Tutorials

How to Complete Final Assessments on Clinical Interns

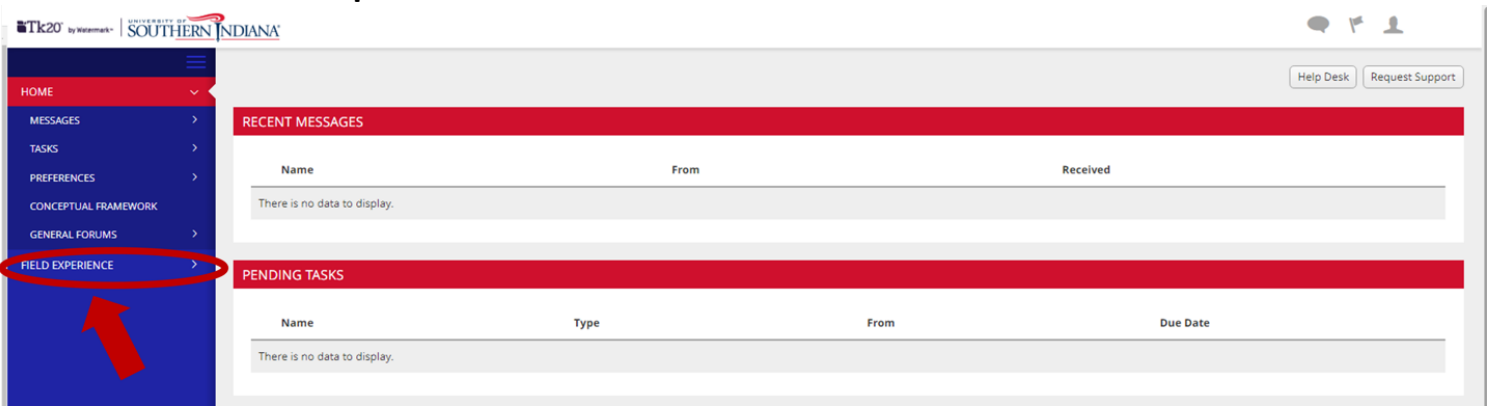
1. Log in to Tk20 by logging in to my.usi.edu using either Google Chrome or Firefox.
 - a. You will use the same username and password that you used at midterm. If you did not keep your username, you can email Joyce Rietman (jrietman@usi.edu) and your username will be sent to you. If you did not keep your password, you will need to contact the **USI IT HelpDesk** by calling **812-465-1080**. The HelpDesk is open M-F 7:30am-7pm CST. Tell the person answering the phone that you are a cooperating teacher and need access to myUSI and Tk20.



2. Once you log into Tk20 homepage, look at the upper right-hand corner. Click on your name. Your role is listed under your name. Click on the small down arrow to see if you have more than one role in Tk20. If you have more than one role, click on the “Cooperating Teacher” role.



3. Click on “**Field Experience**” on the left-hand side menu



Cooperating Teacher Tutorials

How to Complete Final Assessments on Clinical Interns

4. On the “**Current Field Experience Assessment**” tab, click on the hyperlink of the teacher candidate’s name

Field Experience > Field Experience > Assessments Help Desk Request Support

ASSESSMENTS

Current Field Experience Assessments Previous Field Experience Assessments

Student	Name	Term	Course Number	Section Title	Instructor	Sent By	Status
✓	Clinical Internship Midterm Fall 2021	Fall 2021	EDUC 424.	Sprvsd Std Tchng in Educ	Rietman, Joyce	Rietman, Joyce	Assessment
✗	Clinical Internship Final Binder Fall 2021	Fall 2021	EDUC 424.	Sprvsd Std Tchng in Educ	Rietman, Joyce	Rietman, Joyce	Open For Ec

click on the hyperlink of the teacher candidate's name

5. On the right-side of the next page, you will see 3 items- 1 form and 2 assessments
 - a. Cooperating Teacher Detail Form
 - b. The Teacher Candidate Final Assessment or TCFA
 - c. Teacher Candidate Disposition Inventory
6. Click on the title “**Cooperating Teacher Detail Form**” to open the form

Clinical Internship | Binder Fall 2021 Print-Friendly View

Title: Clinical Internship Binder Fall 2021

Description:

Due Date(s): 12/10/2021 05:00 PM

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 not allowed.

> Site Information

> Placement Details

Submit Close

Student: Print-Friendly View

Reminder: Do not complete assessments using multiple browser windows or tabs or the browser back button to navigate as these actions may cause data inconsistencies. Complete assessments and navigate the system with only one browser window.

Field Experience Forms Due Date(s) Feedback

FIELD EXPERIENCE FORMS

Field Experience Form	Description	Last Update
Cooperating Teacher Detail Form	Dear Cooperating Teacher, USI's Department of Teacher Education accreditation agency (NCATE/CAEP) asks for documentation concerning faculty qualifications. In order to comply with this request for documentation, the Department of Teacher Education is asking that you complete this form. This information will be used only for accreditation purposes. If you have any questions or concerns please contact me immediately. Thank you in advance for your help. Jean Moore, Teacher Education Accreditation Manager jmoore@usi.edu	
TCFA		
Teacher Candidate Disposition Inventory (Revised Fall 2018)		

UNIVERSITY OF SOUTHERN INDIANA

7. Answer the questions on this form
 - a. Leave the “**Grade**” item blank

GRADE

Total Score: 0

Total Mean:

Grade:

Leave the "Grade" area blank

Save & Close Save

8. Click “**Save and Close**” at the bottom right-hand corner



Cooperating Teacher Tutorials

How to Complete Final Assessments on Clinical Interns

9. Once back to the **Field Experience Forms** page, click on “TCFA”

Clinical Internship | Binder Fall 2021

Title:
Clinical Internship Binder Fall 2021

Description:

Due Date(s):
12/10/2021 05:00 PM

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 not allowed.

> Site Information

> Placement Details

Submit Close

Student:

Reminder: Do not complete assessments using multiple browser windows or tabs or the browser back button to navigate as these actions may cause data inconsistencies. Complete assessments and navigate the system with only one browser window.

Field Experience Forms | Due Date(s) | Feedback

FIELD EXPERIENCE FORMS

Field Experience Form	Description	Last Update
Cooperating Teacher Detail Form	Dear Cooperating Teacher, USI's Department of Teacher Education accreditation agency NCATE/CAEP asks for documentation concerning faculty qualifications. In order to comply with this request for documentation, the Department of Teacher Education is asking that you complete this form. This information will be used only for accreditation purposes. If you have any questions or concerns please contact me immediately. Thank you in advance for your help, Jean Moore, Teacher Education Accreditation Manager jmoore@usi.edu	
Teacher Candidate Disposition Inventory (Revised Fall 2018)		

UNIVERSITY SUPERVISOR'S FORMS

University Supervisor:

Field Experience Form	Last Update
University Supervisor Visit Report 3 - (revised fall 2016)	
University Supervisor Visit Report 4 - (revised fall 2016)	

Click on the title "TCFA"

10. Fill out this assessment

- a. Do **NOT** click on N/A
- b. Do **NOT** add score on the right-hand side

Clinical Internship | Final Binder Fall 2021

Title:
Clinical Internship Binder Fall 2021

Description:

Due Date(s):
12/10/2021 05:00 PM

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 not allowed.

> Site Information

> Placement Details

Instructions: A general description of each rating follows. The rubric provides a detailed description specific to the item.

- An *unsatisfactory* rating indicates that the teacher candidate does not meet the expectations for pre-service teachers.
- A *proficient* rating indicates that the teacher candidate meets the expectations for pre-service teachers.
- An *exemplary* rating indicates that the teacher candidate exceeds the expectations for pre-service teachers. This rating should be reserved for truly exceptional performance.

Part 1: The Learner and Learning

	Unsatisfactory	Proficient	Exemplary	Score
1.1 The Teacher Candidate applies knowledge of how students learn and develop	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="text" value="Score"/>
<input type="checkbox"/> NA	Organizes space or provides learning opportunities that exhibit limited knowledge of how students learn and develop	Applies knowledge of how students learn and develop in organizing space and providing learning opportunities that meet each student's needs in each area of development (cognitive, linguistic, social, emotional, and physical)	Performs at the proficient level and scaffolds the next level of development for each student	

Do NOT check "N/A"

Leave the "score" area blank

11. At the bottom of this Assessment, be sure to include the Total Number of Each Rating



Cooperating Teacher Tutorials How to Complete Final Assessments on Clinical Interns

- a. Fill in the total number of each rating for “Unsatisfactory”, “Proficient”, and “Exemplary”. The total of the three numbers should be “30”.

Fill in the
Total Number
of Each
Rating

Total Number of Each Rating

Unsatisfactory - Count the number of “Unsatisfactory” ratings this Teacher Candidate received. Enter this number in the box to the right.*

Proficient: Count the number of “Proficient” ratings this Teacher Candidate received. Enter this number in the box to the right.*

Exemplary: Count the number of “Exemplary” ratings this Teacher Candidate received. Enter this number in the box to the right.*

- b. At the bottom of this form, leave the “Total Score”, “Total Mean” and the “Grade” items blank

GRADE

Total Score: 0

Total Mean:

Grade:

Leave the “Grade” area blank

Save & Close Save

12. Once the assessment is completed click on “Save and Close” on the bottom right-hand corner
13. Once back on the **Field Experience Forms** page click on “Teacher Candidate Disposition Inventory” title

Clinical Internship | Binder Fall 2021

Title: Clinical Internship Binder Fall 2021

Description:

Due Date(s): 12/10/2021 05:00 PM

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 not allowed.

> Site Information

> Placement Details

Submit Close

Student: Print-Friendly View

Reminder: Do not complete assessments using multiple browser windows or tabs or the browser back button to navigate as these actions may cause data inconsistencies. Complete assessments and navigate the system with only one browser window.

Field Experience Forms Due Date(s) Feedback

FIELD EXPERIENCE FORMS

Field Experience Form	Description	Last Update
Cooperating Teacher Detail Form	Dear Cooperating Teacher, USI's Department of Teacher Education accreditation agency NCATE/CAEP asks for documentation concerning faculty qualifications. In order to comply with this request for documentation, the Department of Teacher Education is asking that you complete this form. This information will be used only for accreditation purposes. If you have any questions or concerns please contact me immediately. Thank you in advance for your help, Jean Moore, Teacher Education Accreditation Manager jmoore@usi.edu	
TCFA!		
Teacher Candidate Disposition Inventory (Revised Fall 2018)		

Click on the title “Teacher Candidate Disposition Inventory”

14. Fill out this assessment

Cooperating Teacher Tutorials

How to Complete Final Assessments on Clinical Interns

15. At the bottom of this assessment.

- a. Enter an explanation of any item(s) marked “Disagree” or “Strongly Disagree” or click “N/A” if an item is not applicable

written or verbal form *

19. Demonstrates appropriate use of technology during meetings and/or class * ○ ○ ○ ○ ○

Explanation of dispositions marked “Disagree” or “Strongly Disagree.”

Enter an explanation of any item(s) marked “Disagree” or “Strongly Disagree” or click “N/A” if an item is not applicable

- b. Leave the “Grade” area blank

Grade:

Leave the “Grade” area blank

- c. “Save and Close”

16. Once the 1 form and 2 assessments are completed, then click on “Submit” in the upper right-hand corner

Clinical Internship Binder Fall 2021 [Print-Friendly View](#)

Title: Clinical Internship Binder Fall 2021

Description:

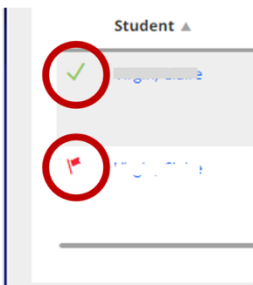
Student:

Reminder: Do not complete assessments using multiple browser windows or tabs or the browser back button to navigate as these actions may cause data inconsistencies. Complete assessments and navigate the system with only one browser window.

[Field Experience Forms](#) | [Due Date\(s\)](#) | [Feedback](#)

FIELD EXPERIENCE FORMS

17. Once the form and two assessments are submitted, you should see a green check mark to the left of the teacher candidate’s name



- a. Means everything has submitted correctly
- b. Means something has not been submitted. If any items are left blank, the form(s) will not submit successfully. Be sure to verify all fields are filled out appropriately and you have clicked on the “Submit” button.



Cooperating Teacher Tutorials
How to Complete Final Assessments on Clinical Interns

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

November 2021