



Recording Prepracticum Hours in Tk20 - Faculty

Tk20 website

Faculty Information

A survey has been created that will be sent via Tk20 from the Licensure Office to all candidates in a course carrying a prepracticum requirement. The prepracticum information submitted by candidates can be viewed by faculty in two ways...

1. The Prepracticum Report Form is a *Key Assessment/Survey*. This means that once it is submitted by the candidate, it will appear for viewing by the advisor in the **Advisement Tab/Assessments/Survey**. Advisors can see the nature of previous prepracticum experiences and advise candidates on future sites to ensure valuable **and diverse experiences**.
2. A report can be generated by semester or year(s) that will show all candidates and their prepracticum experiences. This data can be manipulated in a number of ways...by major, individual candidate, etc. Ask Ann Hogan to run this report for you.

To be successful, this recording system must have full faculty support in requiring that candidates enter their prepracticum information via their Tk20 account by the end of the prepracticum experience. Prepracticum paper documents must still be submitted to the Licensure Office. Options for ensuring compliance could include having candidates complete the survey in class, requiring a paper copy of the survey after it has been submitted, etc.

Faculty Instructions

1. Every semester around mid-term, you will be asked to respond to an email from the Licensure Office requesting the course numbers of *all* undergraduate courses you are teaching that require a prepracticum experience.
2. The Prepracticum Report Survey will be sent to your class roster via Tk20 and appear in the candidates' Pending Task box with instructions for completion.
3. Toward the end of the semester, faculty teaching courses with required prepracticum hours will be prompted to 1) remind students to submit their survey and 2) implement the compliance system of their choosing.