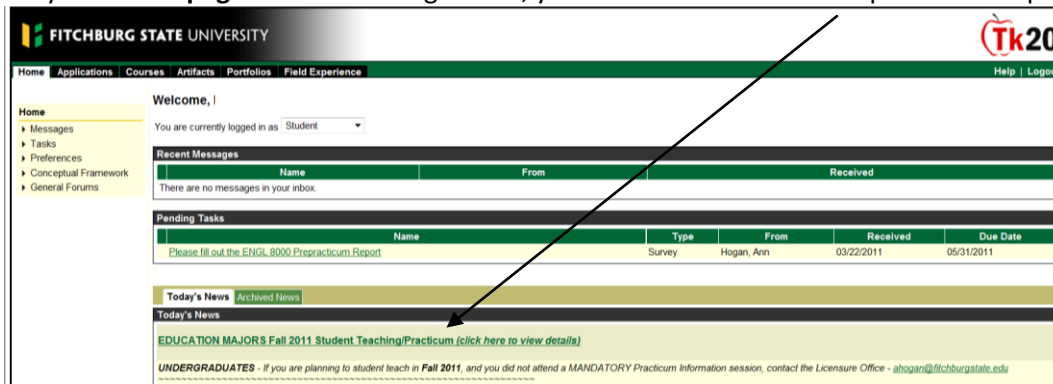


## Recording Prepracticum Hours in Tk20 - Candidates

www.fitchburgstate.tk20.com

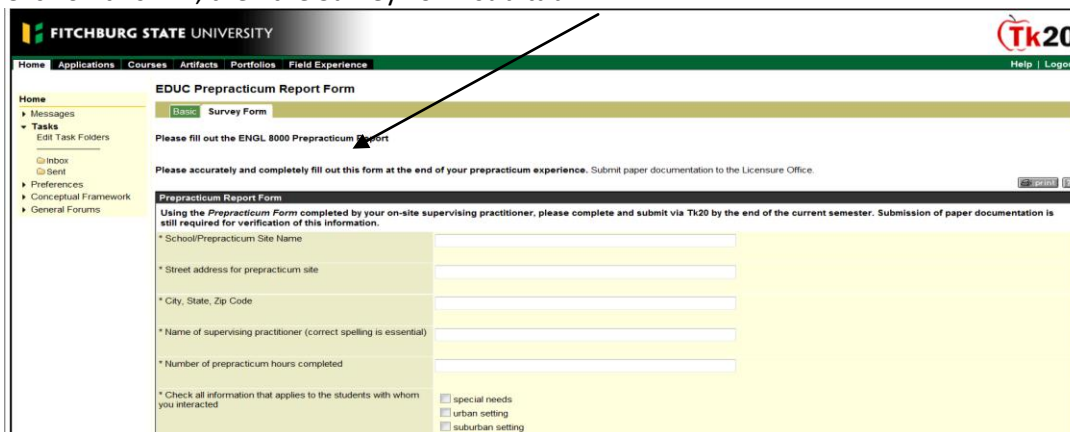
### Candidate Instructions

1. Log into your Tk20 account at the address above.
2. On your **Home page** under “Pending Tasks”, you will see a link to the Prepracticum Report Survey.



The screenshot shows the Tk20 Home page. The 'Pending Tasks' section contains a table with one task: 'Please fill out the ENGL 8000 Prepracticum Report'. Below this, the 'Today's News' section features a link: 'EDUCATION MAJORS Fall 2011 Student Teaching/Practicum (click here to view details)'. An arrow points from this link to the next screenshot.

3. Click on this link, then the Survey Form sub-tab.



The screenshot shows the 'EDUC Prepracticum Report Form' Survey Form sub-tab. The form contains several text input fields and checkboxes. The fields are: 'School/Prepracticum Site Name', 'Street address for prepracticum site', 'City, State, Zip Code', 'Name of supervising practitioner (correct spelling is essential)', and 'Number of prepracticum hours completed'. The checkboxes are: 'special needs', 'urban setting', and 'suburban setting'. An arrow points from the 'EDUC Prepracticum Report Form' link in the previous screenshot to this form.

4. Complete the required information paying attention to correct spelling of your supervisor’s name. If you have multiple placements for one course, enter them on a single form. For example:  
 Leominster High/Fitchburg High/Monty Tech  
 122 Granite St/140 Arn-How Road/1050 Westminster St. Leominster 01453/Fitchburg 01420/Fitchburg 01420  
 ...etc.
5. To submit, click  . Throughout your program of study, you will be asked to submit prepracticum information via Tk20 as well as submit paper documentation for each course requiring a prepracticum experience.