

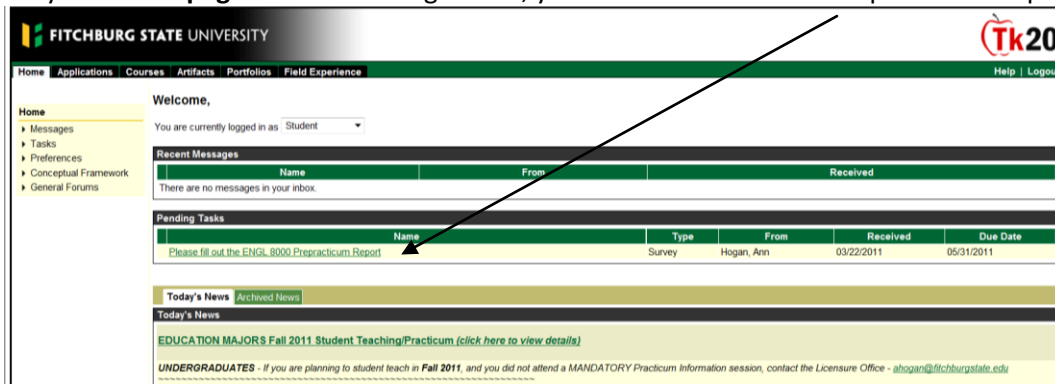


Recording Prepracticum Hours in Tk20 - Candidates

www.fitchburgstate.tk20.com

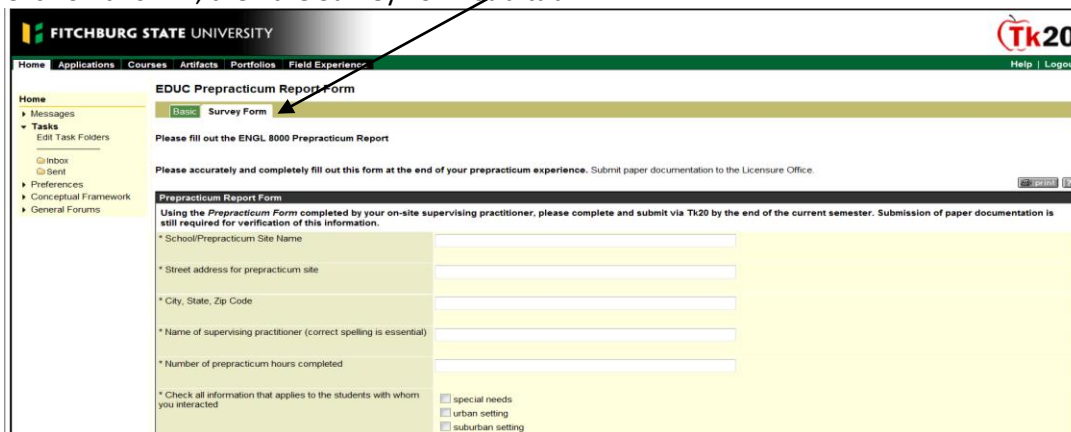
Candidate Instructions

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. At the top, there is a navigation bar with 'Home', 'Applications', 'Courses', 'Artifacts', 'Portfolios', and 'Field Experience'. Below this, a 'Welcome' message indicates the user is logged in as 'Student'. A 'Recent Messages' section shows no messages. The 'Pending Tasks' section contains a table with one entry: 'Please fill out the ENGL 8000 Prepracticum Report' (Survey, From: Hogan, Ann, Received: 03/22/2011, Due Date: 05/31/2011). Below this is a 'Today's News' section with a link to 'EDUCATION MAJORS Fall 2011 Student Teaching/Practicum' and a note for 'UNDERGRADUATES'.

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



The screenshot shows the 'EDUC Prepracticum Report - Form' page. The 'Survey Form' sub-tab is selected. The page contains a form with the following fields: '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'. There are also checkboxes for 'special needs', 'urban setting', and 'suburban setting'.

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.