

Tk20 Instructions

Student Teaching Questionnaire

Student Teaching Questionnaire

1. Use the Student Teaching Interview planning document to get your ideas ready. **We strongly advise that you first complete the questionnaire in Word and save it.** You can then easily copy and paste into the TK20 questionnaire.
 - a. Available here <http://www2.umf.maine.edu/fieldservices/student-teacher-resources/>
2. Once you are ready to complete in Tk20
 - a. We suggest that you use Chrome or Safari as your web browser. We have found inconsistencies with Firefox that could cause you great inconvenience.
 - b. MyCampus: <https://mycampus.umf.maine.edu>
 - c. Click Tk20
3. Filling out, or “Creating” the Application
 - a. Click on ‘Applications’ on the side menu
 - b. Click on ‘+ Create New Application’ in the green box
 - c. Click on the drop down that says ‘Please Select’
 - d. Select the choice with the words ‘Student Teaching Interview Questionnaire’ as part of the title
4. Completing the Application
 - a. **Standards:** Please fill in the relevant Artifact, Class, Rationale and Self-Assessment for each of the 11 Standards
 - b. **Action Plan Part I:** Please choose two Standards you want to work on
 - c. **Teacher Candidate Dispositions and Professional Expectations:** Check the box that best describes your proficiency with each Disposition
 - d. **Action Plan Part II:** Choose two Dispositions that you would like to work on
 - e. You can click *Save* at any time to save the application. If you need to come back to it in order to add more information, see #5.
 - f. Once you have completed the questionnaire to your satisfaction, click *Submit* on the application to relinquish your application for final review. You will not be able to make any edits or changes once you have submitted the application.
5. Adding Additional Information to an Already-Saved Application - you may only do this if the application is not submitted.
 - a. Click on the Applications tab.
 - b. Select the name of the application you wish to edit.
 - c. When finished editing, click *Save* or *Submit*.

You need to bring a print out of your Questionnaire to your student teaching interview with your Field Supervisor. Because you are copying and pasting from your Word document, the easiest way to do this is to print the document from Word. You can also use the Print dialogue from your browser in TK20.

Help Resources

- Online tutorials: Tk20 has step-by-step tutorials if you click on the ‘Help’ button
- TK20 Login Issues: contact Shelly Chasse-Johndro shelly.chassejohndro@maine.edu or Kimberly Trider-Grant, ktgrant@maine.edu
- Barbara Eretzian, Director of Field Services: Barbara.erezian@maine.edu , 778-7171
- Wendy Kennedy, Field Services Administrative Specialist: wendyk@maine.edu