



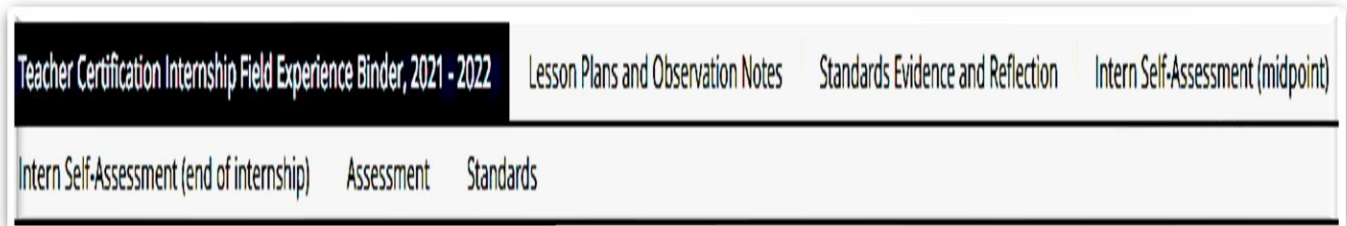
## Completing a Tk20 Field Experience Binder Quick Guide for Year-long Interns 2021 - 2022

Log onto Tk20: <https://usmmaine.tk20.com>

To open your **Field Experience Binder (FEB)** for the first time, click **Please start the Field Experience Teacher Certification Internship Field Experience Binder, 2021-2022**. This link is located under **"Pending Tasks"** located in the center of your screen.

If your FEB does not appear in the center of the screen, click the **Field Experience** side tab, then click "Teacher Certification Internship Field Experience Binder, 2021-2022" on your screen

### Field Experience Binder (FEB) Layout



**FEB Tabs:** Each tab represents a different section of your binder.

- ❖ **Lessons Plans and Observation Notes:** This is where you will upload four observed lesson plans and four observer notes per internship.
- ❖ **Standards Evidence and Reflection:** This is where you will upload **all** your Standard evidence and artifacts.
- ❖ **Intern Self-Assessment (midpoint):** At the midpoint of your internship, this is where you will rate your performance and demonstrated skills for each of the 11 Standards.
- ❖ **Intern Self-Assessment (end of internship):** At the end of your internship, this is where you will rate your performance and demonstrated skills for each of the 11 Standards.
- ❖ **Assessment:** At the midpoint and at the end of your internship, this is where you will see your Faculty Coordinator and Internship Supervisor assessment of your demonstrated skills and teaching performance.
- ❖ **Standards:** This sub-tab is hard coded in the FEB template, and you will not be using it. You will upload your artifacts for each Standard in your Standards Evidence and Reflection tab.

**Note:** From any Field Experience Binder (FEB) tab, you can save, submit or exit your FEB by clicking one of the following choices located at the bottom of your screen:

- ❖ Click **Save** to save your work and return at a later time. Always click Save before existing a FEB tab and moving on to another one.
- ❖ Click **Submit** to submit your FEB for review. **ONLY CLICK "Submit" at the END of your SPRING INTERNSHIP** or you will be locked out of your FEB and unable to add more evidence. If you accidentally lock yourself out, contact [colleen.pleau@maine.edu](mailto:colleen.pleau@maine.edu) to request that your FEB be unlocked.
- ❖ Click **Close** to exit your FEB **without** saving any of your entries.

1. Click the **Lesson Plans and Observation Notes** tab. Here you will see there are 8 **Observed Lesson Plans** and 8 **Observer Notes** sections.

Note: Students are to upload their lesson plans, **corresponding lesson reflections** and observer's notes.

Teacher Certification Internship Field Experience Binder, 2021 - 2022 | Lesson Plans and Observation Notes | Standards Evidence and Reflection | Intern Self-Assessment (midpoint)

Intern Self-Assessment (end of internship) | Assessment | Standards

**INSTRUCTIONS**

- Upload 4 Observed Lesson Plans per semester
- Upload 4 Observer's Notes per semester

**ATTACHMENT(S):**

**Observed Lesson Plan:** Select  
⊕ Add Reflection  
Standard(s)  
Not Submitted

**Observer's Notes:** Select  
Standard(s)  
Not Submitted

**Observed Lesson Plan:** Select

- Upload **4 Observed Lesson Plans** and **4 Observer Notes** up to the midpoint of your internship by clicking **"Select"** (blue arrows above illustrate one example of each). The screenshot below is what you will see when you click **"Select"**.
- Rename the **Title** of your upload(s). Include identifiable information along with the date and year of the observation. (see screenshot below)

Create New Artifact

Title:\* Observed Lesson Plan 1

Description:

Attached Documents: + Select File(s)

Drag and drop files here

Add


- c. In the **Description** box write a short summary about your upload(s) and note whose observations you uploaded (*mentor teacher, internship supervisor or faculty coordinator*).
- d. Click the green **"Select File(s)"** button to upload your observe lesson plan(s) or observer notes. (*see screenshot above*)
- e. Click the green **"Add"** button at bottom right corner of screen (*see screenshot below*).
- f. Upload **4 Observed Lesson Plans** and **4 Observer Notes** from the **midpoint** to the **completion** of your **internship** by clicking **"Select"**. (*See screenshot below*)

The screenshot shows a web interface with three tabs: "Lesson Plans and Observation Notes" (selected), "Standards Evidence and Reflection", and "Intern Self-Assessment (midpoint)". Below the tabs, there is a section titled "ATTACHMENT(S):". Under this section, there are two rows. The first row is labeled "Observed Lesson Plan:" and has a "Select" button to its right. Below the "Select" button are the links "+ Add Reflection", "Standard(s)", and "Not Submitted". The second row is labeled "Observer's Notes:" and also has a "Select" button to its right, with the same links below it. Two blue arrows point from the right side of the page towards the "Select" buttons in each row.

- g. Follow steps b, c, d and e above.
  - h. You will **not** be using **"Add Reflection"** as part of your Observed Lesson Plan uploads. (*see screenshot above*). You will upload your reflections within each of the 11 Standards located in the "Standards Evidence and Reflection" tab.
2. Click the **Standards Evidence and Reflection** tab. The screenshot below is what you will see when you do.
- a. Click **"Select"** next to the Standard you want to upload artifacts/evidence to. (*See blue arrow below for where to upload your reflection and evidence to Standard 1*)

The screenshot shows the same web interface but with the "Standards Evidence and Reflection" tab selected. The "ATTACHMENT(S):" section now lists three standards. Each standard has a "Select" button to its right, followed by the links "+ Add Reflection", "Standard(s)", and "Not Submitted". A blue arrow points from the right side of the page towards the "Select" button for "Standard 1: Learner Development".

- b. This is where you will upload all your artifacts, evidence and reflections pertaining to the appropriate Standard. For example, if you click **"Select"** next to Standard 1: Learner Development, you will see the following:

<b>Title:*</b>	Standard 1: Learner Development 1
<b>Description:</b>	
<b>STANDARD 1: LEARNER DEVELOPMENT</b>	
<b>Standard 1: Learner Development</b> The teacher understands how students learn and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, and designs and implements developmentally appropriate and challenging learning experiences.	
<b>Placement 1 Evidence</b>	
<b>Upload Document(s) - Placement 1</b>	<input type="button" value="+ Select File(s)"/> 
	Drag and drop files here
<b>Placement 2 Evidence</b>	
<b>Upload Document(s) - Placement 2</b>	<input type="button" value="+ Select File(s)"/>
	Drag and drop files here
<b>Attached Documents:</b>	<input type="button" value="+ Select File(s)"/>
	Drag and drop files here
<input type="button" value="Add"/>	

- c. During your **first placement** or up to the midpoint of your internship, upload your artifacts and evidence by clicking the green **"Select File(s)"** button for each Standard next to **"Upload Document(s) - Placement 1"** (see screenshot above). A multitude of documents can be uploaded within each Standard. Make sure all documents are titled, dated and descriptive.

- d. Click the green **"Add"** button (*located at the bottom right of your screen*) after entering and/or uploading artifacts for each Standard. (*see screenshot above*)
- c. Click **"Save"** before clicking on another tab, or exiting your FEB, or you will lose all your entries.
- d. During your **second placement** or **midpoint through** the **end** of your **internship**, upload artifacts and evidence by clicking the green **"Select File(s)"** button for each Standard next to **"Upload Document(s) - Placement 2"** (*see screenshot below*)

- e. Follow the same instructions as for Placement 1, but upload all your artifacts and evidence for your second placement in the Upload Document(s) – Placement 2 area.

3. **Intern Self-Assessment**-you MUST complete the following 2 self-assessments in your FEB:

- Intern Self-Assessment (midpoint)
- Intern Self-Assessment (end of internship)

- a. Click the **Intern Self-Assessment (midpoint)** tab to assess your performance midpoint through your internship and you will see the following:

- b. Click **"Select"** next to **Interns 1<sup>st</sup> Standards Review (midpoint)** (see screenshot above)
- c. The following is a screenshot of a portion of the Standards Review assessment rubric you will score to assess your performance and demonstrated skills up to the midpoint of your internship and at the end of your internship.
- d. Self-assess your performance and demonstrated skills up to the midpoint of your internship by selecting a radio button within the rubric for each of the 11 Standards using the following rating scale. (see screenshot below)

- 1 = Does Not Meet Expectations**
- 2 = Basic**
- 3 = Proficient**
- 4 = Distinguished**

In order to Pass the first semester of internship, the intern should have consistently and convincingly demonstrated skills indicating basic performance. An intern needs to attain a minimum of Basic/Partially Meets (2) in each of the Standards. In order to pass the second semester of internship, an intern needs to attain a minimum of Proficient (3) in each of the Standards.

Standard 1 Learner Development: The teacher understands how students learn and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and	Distinguished	Proficient	Basic	Does Not Meet	Score
Nurtures learners' growth and development <input type="checkbox"/> NA	<input type="radio"/> 4 Facilitates learners' inquiry into their own personal, family, community and cultural values, experiences and norms  Builds a common understanding of literacy, language, and exceptional needs with her/his learners and collaborates on strategies to support learning.  Integrates or builds multicultural curriculum materials that reflect global diversity and demonstrate global competency.	<input type="radio"/> 3 Regularly determines individual and group performance in order to design and modify instruction to meet learners' needs in each area of development (cognitive, linguistic, social, emotional, and physical) and scaffolds the next level of development.  Uses individual learners' strengths, interests and needs to create developmentally appropriate instruction that enables each learner to advance his/her learning.	<input type="radio"/> 2 Actively gathers and analyzes information about learners' (academic, personal, family, community and/or cultural values, experiences and norms.) in order to promote growth and development.  Uses understanding of literacy and language skills, exceptional needs, and learners' background knowledge to identify specific learning and linguistic needs of individuals and groups of learners	<input type="radio"/> 1	2.5



- e. You may enter a score in the score box such as 2.5 instead of selecting a radio button if you believe your score lies between two scores. (see screenshot above)
- f. Once complete, click the green **"Add"** button located at the bottom right side of your screen, then click the **"Save"** button
- g. At the end of your internship, click the **Intern Self-Assessment (end of internship)** tab to assess your performance midpoint to the end of your internship. You will see the following screenshot:

<b>Intern Self-Assessment (end of internship)</b>	Assessment	Standards
INSTRUCTIONS	ATTACHMENT(S):	
	Intern's 2nd Standards Review (end of internship):	Select Standard(s) Not Submitted
	ADDITIONAL ATTACHMENTS (OPTIONAL):	
	Additional Attachment:	Select
<input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Close"/>		

- h. Self-assess your performance and demonstrated skills through the end of your internship by selecting a radio button within the rubric for each of the Standards, or by entering a score in the score box.
- i. Once complete, click the green **"Add"** button located at the bottom right side of your screen, then click the **"Save"** button