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## Faculty Guide: Field Experience Binders

[Blog Version: September 2016]



### Overview

**Field Experience Binders (FEB)** are a way to organize records of students' experiences in the field. This may include clinical practice, student teaching assessments, observation reports, etc.

The Field Experience Office creates field experience binder templates in collaboration with faculty. The binders are organized through a series of tabs which include placeholders for documents and assessments. They are then sent to students who can attach artifacts, course work, reflections, and standards.

**Field Experience Binders** are submitted to students' university supervisors and/or supervising practitioners for assessment. Students are able to view the results of their assessments in progress.

### How To Access Your Field Experience Binder

To access a Field Experience Binder, click on the tab at the top of the screen that says **Field Experience:**



All Field Experience Binders and Assessments that you have access to will appear here. The “Student” column will give the name of the student that the FEB is associated with. The “Submit Date” column will give you the date and time that the item was submitted.

ASSESSMENTS							
Current Field Experience Assessments		Previous Field Experience Assessments					
Student ▲	Name ▼	Term ▼	Course Number ▼	Section Title ▼	Instructor	Sent By	Status
 Tudent, Smart	Sample MusicED CAP FEB	Fall 2016	SAMPLE 500 COURSE	SAMPLE PRAC COURSE		Rodriguez, Gabriel	Open For Editing-Late

## Assessments

The presence of  signifies a pending or incomplete item within the binder, such as an assessment.

[Print-Friendly View](#)

**Sample MusicED CAP FEB** | Curriculum, Planning and Assessment | Teaching All Students | Professional Culture

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Standards

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**Title:**  
Sample MusicED CAP FEB

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**Description:**  
This Field Experience Binder is the student teaching portfolio. The contents included will be reviewed and assessed, using the Candidate Assessment of Performance (CAP), as evidence in meeting the Massachusetts Department of Education Professional Standards for Teachers. Please review each tab carefully, identifying the artifact types you will need, creating those artifact types under your artifacts tab, and then attaching them in the appropriate place. Please attend to the Massachusetts Department of Education standards being met by that artifact. The successful completion and review of this Field Experience Binder is required for endorsement for licensure by the Education Licensure Office.

This Binder may be viewed by your program supervisor or the program coordinator at any time, but do not submit for review until it has been approved and is complete. Please contact Lisa Lehmborg Coordinator of Student Teaching at [lehmborg@music.umass.edu](mailto:lehmborg@music.umass.edu) if you have any questions.

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**Due Date(s):**  
09/23/2016 01:00 AM

[Submit](#) [Close](#)

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**Student:** Smart Tudent [Print-Friendly View](#)

**Field Experience Forms** | Due Date(s) | Feedback

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FIELD EXPERIENCE FORMS

Field Experience Form	Description	Last Update
 CAP Assessment - Formative v. 1167: Music Education		
 CAP Assessment - Summative v. 1167: Music Education		
 CAP Observation Form: CAP Observation Form 1		09/16/2016 10:53 AM
 CAP Observation Form: CAP Observation Form 2		
 CAP Observation Form: CAP Observation Form 3		
 CAP Observation Form: CAP Observation Form 4		

For an assessment, the window is split in two. The left side will show the student’s binder. The right side will show the assessments that need to be completed.

On the right-hand side, click on the name of the assessment that you wish to complete. The assessment form will open and allow you to fill it out.

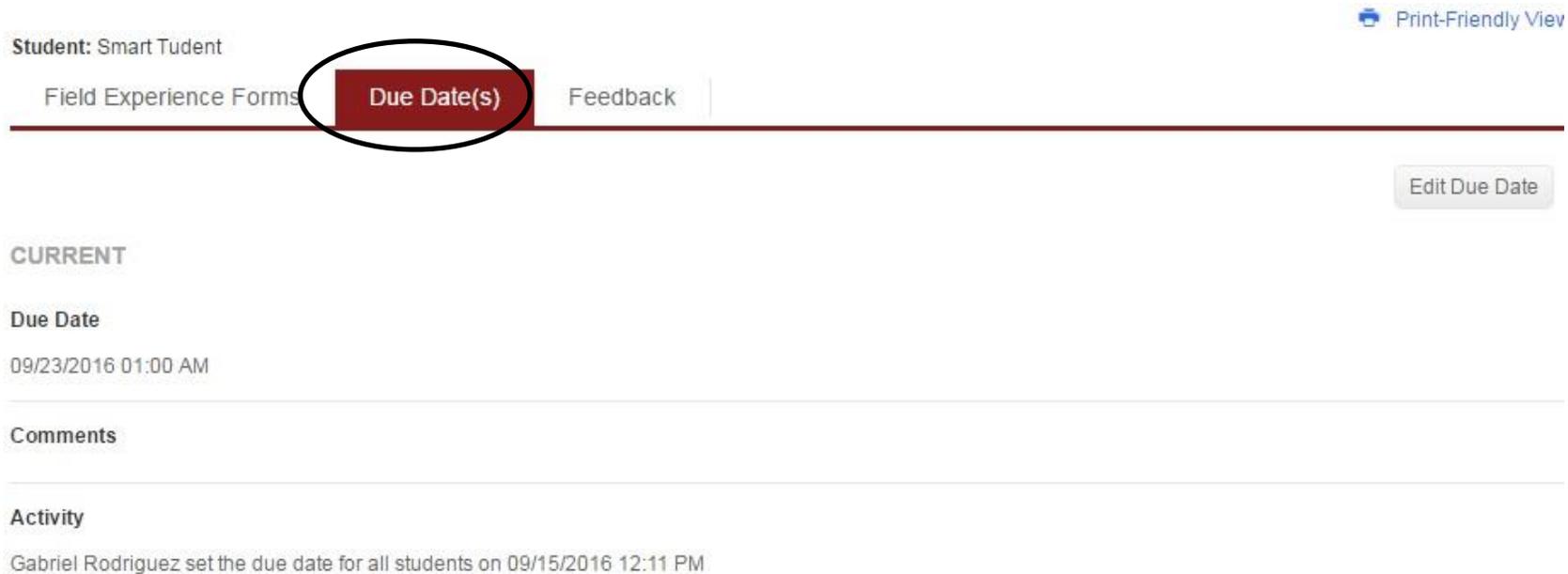
## Save vs. Submit

Click **Save** after you complete any assessment form so that you can return to it at a later date. When you are completely finished with the assessment, click **Submit**. It is important to make sure you click **Save** before you click **Submit** to be sure that any adjustments you have made will be saved. Clicking **Submit** allows the student to see the assessment results.

## Granting an Extension

Field Experience Binders have a deadline date specified by faculty. If a student needs more time to complete the binder, you may grant an extension by completing the following steps:

1. Click on **Assessments** in the left hand sidebar of your FEB tab.
2. Look for the student's name and click on the FEB. You will see the **Submit Date** next to the student's name
3. There will be a split screen. On the RIGHT screen, there will be 3 tabs right below where you see the student's name: Click on **Due Date(s)**.



The screenshot shows the interface for a student named 'Smart Tudent'. At the top right, there is a 'Print-Friendly View' link. Below the student name, there are three tabs: 'Field Experience Forms', 'Due Date(s)', and 'Feedback'. The 'Due Date(s)' tab is highlighted in red and circled in black. To the right of the tabs is an 'Edit Due Date' button. Below the tabs, the 'CURRENT' section is visible, showing a 'Due Date' of '09/23/2016 01:00 AM'. Below that is a 'Comments' section and an 'Activity' section showing a log entry: 'Gabriel Rodriguez set the due date for all students on 09/15/2016 12:11 PM'.

4. Click on "Edit Due Date"
5. Select a new due date and time, as well as enter comments (note: all fields need to be completed). Then click **Update** and then **Close**.
6. This takes you back to the main list of FEBs you are assessing. The student's FEB should now be cleared of a Submit Date. Let the student know the FEB is unlocked.

## Common Issue

Some students hit the **Complete** button instead of **Save** by mistake, before their binders are complete. This locks their FEB and they cannot add new items. When this happens, follow the directions in this brochure to grant the student an extension.