

WELCOME TO
UMASS-TK20
<https://umass.tk20.com>



Student Guide: Field Experience Binders

[Blog Version: September 2016]



Overview

Field Experience Binders (FEBs) 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

After logging into your UMass-Tk20 account, click on the tab on the left-hand side of the screen that says **Field Experience**. All Field Experience Binders that have been assigned will appear here.

FIELD EXPERIENCE						
<input type="checkbox"/>	Name ▾	Start Date ▾	Due Date	Status ▾	Sent By ▾	Placement
<input type="checkbox"/>	Bridges Sample Pre-Practicum Binder	08/18/2014 02:13 PM	08/31/2014 01:00 AM	Completed-Late	Rodriguez, Gabriel	Site Staff: University Supervisor : Stephany,Ann
<input type="checkbox"/>	Bridges Sample Student Teaching Binder	08/18/2014 02:12 PM	08/31/2014 01:00 AM	Open For Editing-Late	Rodriguez, Gabriel	Site Staff: University Supervisor : Stephany,Ann
<input type="checkbox"/>	New Latin Field Experience Binder for Review	09/06/2016 12:46 AM	09/08/2016 01:00 AM	Open For Editing-Late	Rodriguez, Gabriel	Supervising Practitioner: Program Supervisor : Ramsby,Teresa Program Coordinator : Ramsby,T

The date that the FEB was assigned, as well as its due date, is clearly shown. On the far right-hand side, the status column indicates the stages of completion. For example, "Open for Editing" Status indicates that changes may still be made to the FEB.

The presence of



signifies a pending or incomplete item within the binder. To access the binder, click on its name.

Binder Tabs

Each binder has tabs along the top that organize your binder. Click on the tabs to navigate through your binder.

NEW LATIN FIELD EXPERIENCE BINDER FOR REVIEW

New Latin Field Experience Binder for Review Introduction Element 1: Well Structured Lesson Plans Element 2: Adjustment to Practice Element 3: Meeting Diverse Needs Element 4: Safe Learning Environment
Element 5: High Expectations Element 6: Reflective Practice Assessment Standards Feedback

Field Experience Name: New Latin Field Experience Binder for Review

Description:

This portfolio allows you to organize a sample of artifacts produced during your student teaching. The portfolio is composed of eight tabs organized around the six elements of the Massachusetts' Educator Preparation Candidate Assessment of Performance (*Well-Structured Lesson Plans, Adjustment to Practice, Meeting Diverse Needs, Safe Learning Environment, High Expectations, and Reflective Practice*) and other program licensure requirements. Please use these tabs to enter supporting documents that will provide evidence of meeting the standards and other requirements.

Please be certain to first save the document under the correct artifact type, e.g. 'LATIN Lesson Plans' or 'LATIN Additional Supporting Documents.' The appropriate standards are already pre-attached to the artifact placeholder except for the LATIN Additional Supporting Documents. In that case you will need to select the specific/appropriate Massachusetts Professional Standards for Teachers to the artifact you choose to attach. To do this, click on the 'Standards,' link in front of the artifact link, then 'add new.' Then select from the drop down menu the Massachusetts Standards for Teachers. As each page opens, check the box next to the specific standard or substandard that this artifact is providing evidence for and click 'add.' Remember that you only need to carry out this procedure for **'LATIN Additional Supporting Documents'**. Always be sure to save your work as you proceed.

Direct queries about program assignments, assessments and requirements to Prof. Teresa Ramsby, Latin Program Coordinator at tramsby@classics.umass.edu
If you have questions related to technology and the use of the Tk20 system, first check out the resource blog at <http://blogs.umass.edu/tk20>.
If you do not find the answer there, check out the Tk20 tutorials listed in the tab named "Tutorials" on the Tk20 log in page (<https://umass.tk20.com>)
If your question is still unanswered or you need a different kind of help, email the Tk20 support office at tk20@educ.umass.edu your email will be answered within 3-5 business days.

Start Date: 09/06/2016 12:46 PM

Due Date: 09/08/2016 01:00 AM

The number of tabs and how they are defined differs for each program. Carefully read all the instructions under each tab. Step-by-step instructions of required contents are found under each tab. Most tabs require students to upload files.

Programs commonly include the following documents in Field Experience Binders:

- Scanned MTEL Scores
- Journal Entries
- Lesson Plan Examples
- Cooperating Teacher Assessments
- Observation Reports

- Teaching Philosophies
- Documentation of Site Hours

*Note: different concentrations and programs may have unique requirements, please contact your program for details.

Save Draft vs. Submit



After you upload anything to your binder, click **Save Draft** at the bottom of the screen. If you exit your binder without clicking Save, you will lose any work you uploaded to your binder.

Only click **Submit** when you are finished with your binder and are submitting it to your assessor. Students sometimes hit the Submit button by mistake, before their binders are complete. Once you click Submit you will no longer have access to your binder. When this happens, contact one of the assessors of your FEB for an extension.

Scanners are available in all OIT Computer Labs on campus. The UMass Tk20 Team can also scan Field Experience documents during office hours.