

Field Experience Office
 Education & Human Development
 Professional Education Unit
 The College at Brockport, State University of New York

WHO DOES WHAT?

Use the list below to determine who should be contacted about particular questions that pertain to teacher candidates, School-based Teacher Educators, and college supervisors.

Question/Topic	Who to Contact	Contact Information
Assessments (all assessments are completed in Tk20): Issues such as not receiving e-mails with log in information; can't complete the assessment; can't view the assessment, etc.	Contact the Help Desk. They will be able to troubleshoot the problem or create a ticket for the assessment team.	(585) 395-5151 option 1
Certification questions. Questions regarding the certification process, exams, fingerprinting, dates, etc.	Use the Certification website first – many questions can be answered right there. Otherwise contact: Pam Kenward, Secretary Anne Walton, Coordinator for Certification and Graduate EHD advisement.	www.brockport.edu/academics/certification/ Pam Kenward: (585) 395-2344 Anne Walton: (585) 395-2326 peucertification@brockport.edu
Contracts: faculty contracts through Education & Human Development for college supervision.	Contract is initiated through the EHD department secretary, Ms. Julie Hunt.	Julie Hunt: (585) 395-2205 jhunt@brockport.edu
Handbooks: College Supervisor, SBTE, and Teacher Candidate Handbooks for Student Teaching.	Revised each semester and put on the Field Experience Website. Changes are completed by the Field Experience Office secretary.	TBA (585) 395-2507
Mileage Reimbursement: For college supervisors who travel to observe teacher candidates at their placement site.	Mileage reimbursements are completed by Ms. Julie Hunt, EHD secretary.	Julie Hunt: (585) 395-2205 jhunt@brockport.edu
Placements: Student teaching placements.	Placements are coordinated by Shelly Smith. Leads from school district personnel should be directed to Shelly. Teacher candidates are not to solicit placements at the districts.	Shelly Smith (585) 395-2562 masmith@brockport.edu
Problems: Teacher candidates and/or SBTE may have concerns about the placement and/or each other.	Initial concerns voiced to the college supervisor should be handled by further investigation (i.e. contacting the SBTE, arranging a meeting at the district, etc.) to gather input from both the SBTE and teacher candidate and try to come to a resolution. Dispositional matters that require follow up can be directed to Linda Balog.	1) SBTE and teacher candidate, with college supervisor 2) Linda Balog (585) 395-5898 dmaurer@brockport.edu

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Registration: Student teaching registration.	Registration is completed through the Field Experience Office, and candidates are then moved into sections that correspond with the college supervisor seminar. Contact the Field Experience Office secretary.	TBA (585) 395-2507
Stipends/Waivers/W-9s: SBTE paperwork for payment of \$200/\$400 stipend or \$250/\$500 tuition waiver for student teaching supervision. (Based on type of placement.)	Forms are mailed from the Field Experience Office at the start of the placements. Paperwork is processed at the completion of the placement, and checks are issued from Albany. Contact the Field Experience Office secretary.	TBA (585) 395-2507
Tk20: This comprehensive assessment system houses assessments and portfolios for teacher candidates, SBTEs, faculty and staff use.	The Tk20 Assessment contact is Keith Nobles. Many questions can be resolved via the Help Desk, or answered on the Tk20 website.	Help Desk: (585) 395-5151 option 1 Tk20 Website: http://www.brockport.edu/academics/profesional_education/tk20.html Keith Nobles (585) 395-2896 knobles@brockport.edu

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