EDA Intern Assessment

Instructions for Interns

Access and View Internship Assessment in a Tk20 Field Experience Binder
Access Tk20:
https://brockport.tk20.com/
Enter Username and Password and Click on ‘Login’

1. Type in Username
2. Type in Password
3. Click on Login

For questions regarding this system, please contact your system administrator:

**Administrator:** Help Desk
**Email:** helpdesk@brockport.edu
**Phone:** 585-395-5151, option #1

**Education Students:**
You may seek additional assistance at the following link:

http://www.brockport.edu/peu/portalTk20.html
Go To Field Experience

You are now on the 'Home' Tab in Tk20

Click on the 'Field Experience' Tab
Click on the Name of the EDA Internship Assessment

The 'red' flag means you have a task in Tk20

Click on the Name of the Internship Assessment
Click on the Assessment Tab
Click on the Name of the Assessment Template You Would Like to View

View the assessments completed by the Internship Professor (Faculty) and the Field Supervisor (Cooperating Teacher) by clicking on the assessment template name.
Viewing An Assessment of Your Performance

PART II: PROFESSIONAL DISPOSITIONS

A. INTERPERSONAL SKILLS

The student has demonstrated appropriate interpersonal skills by:

<table>
<thead>
<tr>
<th>Criterion</th>
<th>EXEMPLARY</th>
<th>PROFICIENT</th>
<th>DEVELOPING</th>
<th>UNSATISFACTORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Establishing and maintaining a positive and constructive relationship with the field supervisor (also measures RESPECT, SELF-AWARENESS, POSITIVE OUTLOOK, and DEDICATION).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>○ 4</td>
<td>○ 3</td>
<td>○ 2</td>
<td>○ 1</td>
</tr>
<tr>
<td>2. Perceiving the needs and concerns of others (also measures RESPECT, SELF-AWARENESS, POSITIVE OUTLOOK, and DEDICATION).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td>○ 4</td>
<td>○ 3</td>
<td>○ 2</td>
<td>○ 1</td>
</tr>
</tbody>
</table>

The Intern Professor has not assessed performance yet. If they had, a 'green check' would represent the rating given.

Use the side scroll bar to view all of the 'Criterion'.

In this example, you can scroll through the document to read the 'Criterion' or skills you will be assessed on. You will also find the Performance Rating.
Viewing An Assessment of Your Performance
You can view the assessment as your Intern Professor and Intern Field Supervisor completes the assessment

### PART II: PROFESSIONAL DISPOSITIONS

#### A. INTERPERSONAL SKILLS

The student has demonstrated appropriate interpersonal skills by:

<table>
<thead>
<tr>
<th>Criterion</th>
<th>EXEMPLARY</th>
<th>PROFICIENT</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Establishing and maintaining a positive and constructive relationship with the field supervisor (also measures RESPECT, SELF-AWARENESS, POSITIVE OUTLOOK, and DEDICATION).</td>
<td>4</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>2. Perceiving the needs and concerns of others (also measures RESPECT, SELF-AWARENESS, POSITIVE OUTLOOK, and DEDICATION).</td>
<td>4</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3. Dealing tactfully with others (also measures RESPECT, SELF-AWARENESS, POSITIVE OUTLOOK, and DEDICATION).</td>
<td>4</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>4. Working appropriately with others in conflict or in emotionally-stressed situations (also measures RESPECT, SELF-AWARENESS, POSITIVE OUTLOOK, and DEDICATION).</td>
<td>4</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>5. Managing conflict appropriately (also measures RESPECT, SELF-AWARENESS, POSITIVE OUTLOOK, and DEDICATION).</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>6. Relating successfully to people with varying backgrounds (also measures RESPECT, SELF-AWARENESS, POSITIVE OUTLOOK, and DEDICATION).</td>
<td>4</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>7. Treating confidential information in an appropriate manner (also measures INTELLECTUAL INTEGRITY).</td>
<td>4</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

**NOTE:** Criterion #4 does not have a green check by any of the performance criteria indicating that the Intern Professor is not done completing the assessment.

The Intern Professor has begun the assessment. A green check indicates the Performance Rating given for a given 'Criterion'.

**Total Score:** 18.0
Your Completed Performance Assessment

When both your Intern Professor and your Intern Field Supervisor have SUBMITTED their assessment of your performance, you will see a ‘lock’ icon by the Field Experience Assessment in your Field Experience Tab.
Field Experience Binder

• This Field Experience Binder will remain available to you in your Tk20 account under the Field Experience Tab
• You may print the assessment results by by clicking on the binder name, clicking on the Assessment Tab, clicking on the Assessment Template you would like to print, and clicking on the ‘print’ icon on the right side of screen
• You may also use the Field Experience Binder in Presentation Portfolios that you create
Questions and Help

• www.helpdesk@brockport.edu
  or call 585-395-5151

• Online help documents:
  http://www.brockport.edu/peu/portal/tk20.html