EDA Intern Assessment

Instructions for Faculty Professors

Access, Complete, and View Internship Assessment
Access Tk20:  
https://brockport.tk20.com/

Enter Username and Password and Click on ‘Login’
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 Intern that you would like to View or Assess

In this example, there is one Intern. You will see a list of all the Interns that you supervise.
Adjust the split screen for ease of completing the assessment.
Click on the Field Experience Form you would like to complete or view
For example, Click on Part 2 Professional Dispositions

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>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Establishing and maintaining a positive and constructive relationship</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
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<tr>
<td>with the field supervisor (also measures RESPECT, SELF-AWARENESS, POSITIVE</td>
<td></td>
<td></td>
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<tr>
<td>OUTLOOK, and DEDICATION)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td></td>
<td></td>
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<tr>
<td>2. Perceiving the needs and concerns of others (also measures RESPECT,</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>SELF-AWARENESS, POSITIVE OUTLOOK, and DEDICATION)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>NA</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>3. Dealing tactfully with others (also measures RESPECT, SELF-AWARENESS,</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>POSITIVE OUTLOOK, and DEDICATION)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>NA</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>4. Working appropriately with others in conflict or in emotionally</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>stressed situations (also measures RESPECT, SELF-AWARENESS, POSITIVE</td>
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<tr>
<td>OUTLOOK, and DEDICATION)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>NA</td>
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</tbody>
</table>

If there is no opportunity to observe a skill, then click the box next to 'NA'.
Completing the Assessment

- Read the ‘Criterion’ carefully
- Consider the observable performance of the Intern
- Click on the Radio Button associated with Intern performance: Exemplary, Proficient, Developing, Unsatisfactory, or NA.
- Please reserve the ‘Exemplary’ rating for the most outstanding Intern performance
Completing the Assessment

• You may complete the assessment in one sitting or over several sittings. BE SURE TO SCROLL TO BOTTOM OF ASSESSMENT AND CLICK ‘SAVE’.

• When you have completed the assessment and you are ready to for the Intern to view the assessment results, click on SUBMIT
Completing the Assessment

You may complete the assessment in one sitting or over several sittings.

BE SURE TO SCROLL TO BOTTOM OF ASSESSMENT AND CLICK ‘SAVE’.
Completing the Assessment

When you have completed all items on each Field Experience Form you are ready to SUBMIT your assessment so the Intern has the results.

Click on Submit on the ‘Assessment Tools’ Tab

When you have provided a rating or clicked on NA for each ‘Criterion’ on each of the three Field Experience Forms, you are ready to SUBMIT to the Intern.

Click SUBMIT when you have completed all three parts of the assessment.
Completing the Assessment

If you click SUBMIT without providing a rating for each ‘Criterion’, you will receive the message ‘Please review the assessment tools before submitting’.

Review the assessment forms and complete all ‘Criterion’ items. Remember to click NA if the ‘Criterion’ is not observable or not applicable to the Internship setting.
Completing the Assessment

The ‘Red Flag’ is replaced with a Green check when you successfully SUBMIT the assessment!

When you have completed all items on each form and click SUBMIT, you will find a ‘green check’ in front of the Intern’s name.
Viewing The Assessments You Completed

• Log into Tk20 using your username and password
• Click on Field Experience Tab
• Click on the name of the Intern you would like to view
• Click on the Field Experience Form you would like to view
Viewing The Assessments Intern Field Supervisor Completed

- Log into Tk20 using your username and password
- Click on Field Experience Tab
- Click on the name of the Intern you would like to view
- Find the ‘Site Staff’s Assessments’ below the assessments you completed on the Intern
- Click on the Assessment Tool you would like to view
Questions and Help

• [www.helpdesk@brockport.edu](http://www.helpdesk@brockport.edu)
or call 585-395-5151

• Online help documents:
  [http://www.brockport.edu/peu/portal/tk20.html](http://www.brockport.edu/peu/portal/tk20.html)