



Field Experience/Student Teaching Application Guide Completing an Application within Tk20

Logging into the System

- You must log into the following system to complete a Tk20 application: <https://oswego.tk20.com>
- Use your LakerNet ID username and password (same as your SUNY Oswego email) to log into the application system.

How to Complete the Application

- Click on the "Applications" tab.
- Click on the green "+Create New Application" button on the top left of the page.
- Select the appropriate application name from the drop-down menu.
- Complete the application in its entirety. Fields with an * must be completed in order to submit your application.
- Once the application is completed and ready for review, click "Submit" at the bottom of the page. Do not click submit until you are ready for the application to be reviewed as you cannot edit once submitted. You may save your work to continue at a later date, however your application must be submitted to be processed.
- Once you have submitted your application, be sure to log out!

MST & CTE Student Teaching Candidates ONLY - Please be sure to upload the following documents to your application:

- One page resume (error free and reviewed by Career Services)
- One page cover letter (error free and reviewed by Career Services)
- One page statement of your education philosophy
- An unofficial copy of your Oswego transcript
- A copy of your field experience/ practicum log of 100 hours (CTE Student teaching only)

C&I Student Teaching Candidates ONLY - Please be sure to upload the following documents to your application:

- One page resume (error free and reviewed by Career Services).
- One page cover letter (error free and reviewed by Career Services).
- An unofficial copy of your Oswego transcript.

NOTE: If you are planning on student teaching abroad or in NYC, please visit the [Field Placement Office Website](#) to access additional required applications. The NYC and Overseas student teaching applications can be found under the "Diverse School Opportunities" section on the left. Be sure to print, complete, scan and upload the applicable applications to your Tk20 student teaching application.

Application Review Process

- After the Field Placement Office has reviewed your application you will receive a message in Tk20 on the status of your submission.
- If revisions need to be made to the application you will receive a message from the Field Placement Office.
- To make revisions, you should click the recall button at the bottom of the page to be able to edit the application.
- Once the appropriate revisions have been made, please resubmit for review.

Curriculum & Instruction NOTE: If student teaching, be sure to complete and submit the *Student Teaching Application for Academic Review* form to the C&I Advisement Office. This application form and all pertinent deadlines can be found on the [Field Placement Office Website](#).

Placement Notification

- The Field Placement Office will notify students via email once their placements are confirmed.
- Please be sure to visit the Field Placement Office website for placement dates and other pertinent placement information.
- Be sure to like or friend us on the Field Placement Office Facebook Page for updates on the placement process.

Helpful Online Tutorials

Tk20 has step-by-step tutorials located on your log-in page: <http://www.oswego.edu/~educate/> (located on the right side of the screen next to the Administrator's contact information, Tutorials sub-tab. You will see a listing of all of the tutorials; click on the link for the one you would like to review.

The Field Placement Office is located in 175 Wilber Hall. Please contact our office with any questions or concerns via email at fpoffice@oswego.edu or telephone at 315.312.3098.