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

To complete an application within Tk20, you must first log into the system.
Go to the following site: **https://oswego.tk20.com**
Username: LakerNet ID username (same as your email)
Password: LakerNet ID password (same as your email)

I. How to Complete a Tk20 Application
- ☐ Click on the "**Applications"** tab.
- ☐ Click on the green *"+Create New Application"* button in the middle of the page.
- ☐ Select the appropriate application name from the drop-down menu: ex. "C&I Application for Student Teaching." The click next
- ☐ 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**." 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 it **MUST** be submitted to be processed.

>   <u>**STUDENT TEACHING ONLY:**</u>
>   **Please have the following documents ready to upload for your application:**
>   - **<u>One page</u> resume. (Error free and reviewed by Career Services. You will also hand deliver two copies on plain white paper to Field Placement Office, 175 Wilber Hall)**
>   - **<u>One page</u> cover letter. (Error free and reviewed by Career Services. You will also hand deliver two signed copies on plain white paper to Field Placement Office, 175 Wilber Hall)**
>   - **An unofficial copy of your Oswego transcript.**
>   - **A copy of your field experience/ practica log of 100 hours (VTP Student teaching only)**

If you are planning on student teaching in NYC or abroad, please visit the Field Placement Office Website to access these **additional** 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 application(s) to your student teaching application on Tk20.

II. 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 "feedback" message.
  - o To make revisions, you should click the recall button at the bottom of the page to be able to edit the application.
  - o Once the appropriate revisions have been made, resubmit for review.
  - o Be sure to check Tk20 account for an update on your application status.
- ❖ If the application is accepted and no revisions are needed, you will receive the following message "Application Review Complete." This means that your application has been accepted by the Field Placement Office, however you have not yet been approved to student teach by your department.
  - o After you have received the "Application Review Complete" message, no changes can be made to your application.

  Curriculum and Instruction NOTE: Be sure to complete and submit the "Student Teaching Application for Academic Review" form to the C&I Advisement Office. The "Student Teaching Application for Academic Review" form and all pertinent deadlines and information can be found on our website.

III. Placement Notification
- ❖ The Field Placement Office will notify students of placements in Tk20.
- ❖ Please be sure to visit the Field Placement Office website for placement dates and all other pertinent placement information.
- ❖ Be sure to like or friend us on the Field Placement Office Facebook Page for updates on the placement process.

IV. Help Resources
Online tutorials
Tk20 has step-by-step tutorials located on your log-in page: http://www.oswego.edu/~educate/ On the right side of the screen next to the Administrator's contact information, click on the Tutorials sub-tab. You will see a listing of all of the tutorials that we provide. Click on the link for the one you would like to view.