

# TK20 FIELD EXPERIENCE APPLICATION

## What is it?

This application is used to apply for extended field experiences. This includes Early Clinical Experiences (PDS 1, Early Field Experience, etc.) and Clinical Teaching (PDS 2, Student Teaching, etc.). A student must apply for every semester in which they will be participating in such a field experience. In other words, a student must apply for PDS 1 and the following semester apply again for PDS 2. Similarly, a student must apply for Early Field Experience and apply again the following semester for Student Teaching.

## Which courses?

Courses associated with Early Clinical Experience include: EDEE 4330/4340/4350/EDRE 4860, EDME 4330/4340/4351/EDRE 4800, EDSE 4840, KINE 4100, and AEAH 4780. Courses associated with Clinical Teaching include: EDEE 4101/4102, EDME 4103/4104, EDSE 4108/4118, 4608/4618, 4138, 4148, EDEE 5101/5102, 5103/5104, EDSE 5108/5118, and KINE 4102/4104

## When to apply?

Applications are open during a limited window early in the long semester a full semester before the field experience. For program that have two semester of extended field experience, this means the first application will be a full year before graduation. The application window during the fall semester is typically in late September/early October, and is for field experiences that will occur during the spring semester. The application window during the spring semester is typically in early February and is for field experiences that will occur during the fall semester. There is no application window and no field experience during the summer semester. Please check the Tk20 and Field Experience timeline for exact application windows.

Here are a few examples of what the timeline might look like. However, **you should contact your advisor to determine the schedule that applies to you.**

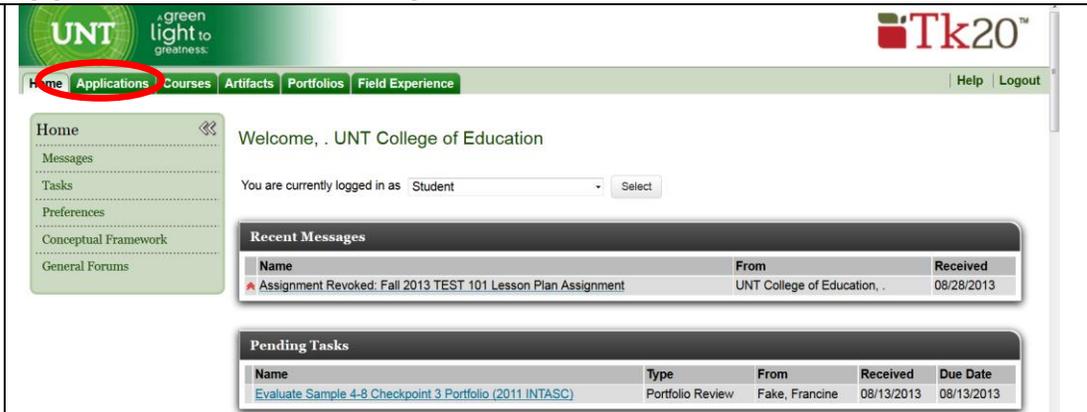
- An undergraduate EC-6 certification student plans to student teach (PDS 2) in Fall 2016. This student should apply during September/October of 2015 to do PDS 1 in Spring 2016, and apply during February of 2016 to do PDS 2 in Fall of 2016.
- An undergraduate Secondary certification student plans to student teach in Spring 2016. This student should apply during February 2015 to do Early Field Experience in Fall 2015, and apply during September/October 2015 to student teach in Spring 2016.
- An undergraduate KINES certification student plans to student teach in Spring 2017. This student should apply during February 2016 to do Early Field Experience in Fall 2016, and apply during September/October 2016 to student teach in Spring 2017.
- A Post-Bac certification student plans to student teach in Fall 2016. Since this program has only one semester of extended field experience, this student should apply during February 2016 to student teach in Fall 2016.

## Where to apply?

The application is available only in paid-for Tk20 student accounts, ONLY DURING THE APPLICATION WINDOW (consult the Tk20 and Field Experience Timeline for exact application windows in the current academic year). Use the directions that follow to complete the application.

## How to submit an application for Field Experience

Login to TK20 and go to the applications tab.

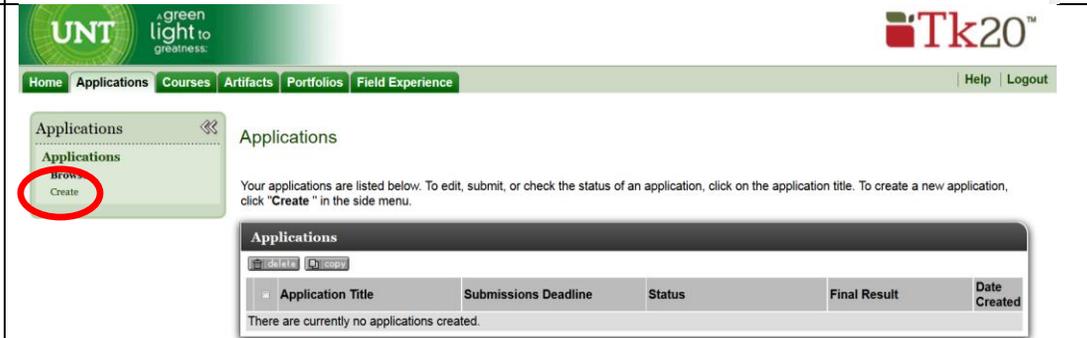


The screenshot shows the TK20 dashboard. The navigation menu at the top includes Home, Applications (highlighted with a red circle), Courses, Artifacts, Portfolios, and Field Experience. The main content area displays a welcome message for the UNT College of Education, the user's current role (Student), and two tables: 'Recent Messages' and 'Pending Tasks'.

Name	From	Received
Assignment Revoked: Fall 2013 TEST 101 Lesson Plan Assignment	UNT College of Education, .	08/28/2013

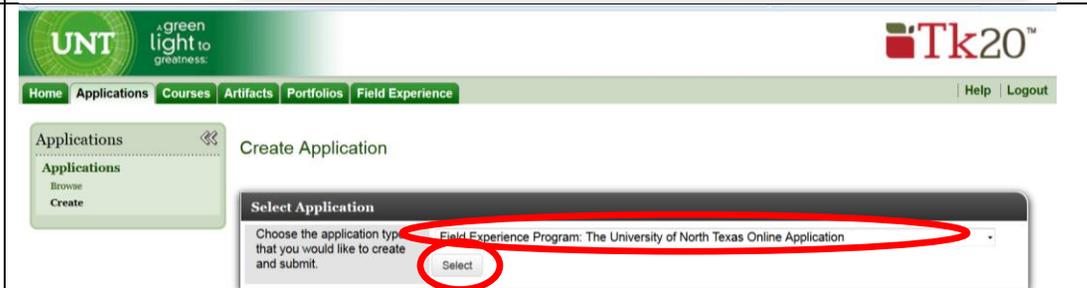
Name	Type	From	Received	Due Date
Evaluate Sample 4-8 Checkpoint 3 Portfolio (2011 INTASC)	Portfolio Review	Fake, Francine	08/13/2013	08/13/2013

Select "create" from the left hand menu.



The screenshot shows the 'Applications' page. The left-hand menu has 'Create' highlighted with a red circle. The main content area shows a message about editing or submitting applications and a table with columns for Application Title, Submissions Deadline, Status, Final Result, and Date Created. The table is currently empty.

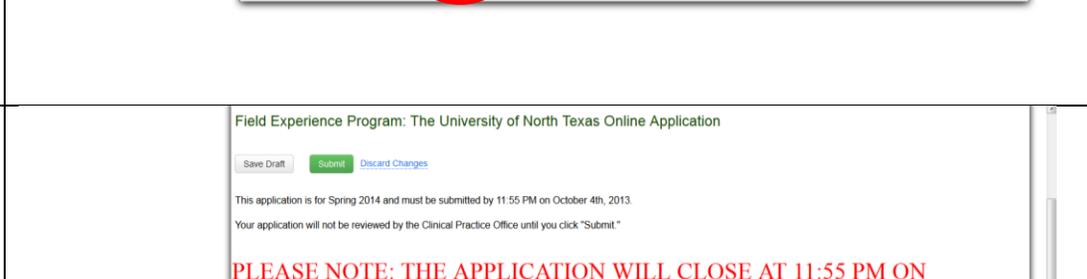
Select "Field Experience Program: The University of North Texas Online Application..." from the drop-down menu and click "Select."



The screenshot shows the 'Create Application' page. The 'Select Application' dropdown menu is open, and the option 'Field Experience Program: The University of North Texas Online Application' is selected and highlighted with a red circle. The 'Select' button is also highlighted with a red circle.

This option is only available twice a year during the application period. If you do not see this option, you have probably missed the application window.

Complete the application, reading the directions carefully.



The screenshot shows the 'Field Experience Program: The University of North Texas Online Application' page. It includes buttons for 'Save Draft', 'Submit', and 'Discard Changes'. Below the buttons, there is a message: 'This application is for Spring 2014 and must be submitted by 11:55 PM on October 4th, 2013. Your application will not be reviewed by the Clinical Practice Office until you click "Submit."' A red banner at the bottom reads: 'PLEASE NOTE: THE APPLICATION WILL CLOSE AT 11:55 PM ON'.

**Click submit when you are done.**

Notice that you must respond to every item with an asterisk (\*) in order to submit.  
Note: Click save draft to save what you have done so far and come back to it later. **YOU WILL NEED TO SUBMIT AT THE LATER DATE!!!!**

(Undergraduate) or my Certification Plan (Graduate), prior to PDS 2/Student Teaching \*

I understand that I am required to to meet all necessary GPAs for my specific program in order to begin PDS 2/Student Teaching \*

Yes  No

Your typed signature will confirm your understanding of the above policies. \*

Save Draft **Submit** [Revert Changes](#)

You should be returned to the application screen. Your application should be locked and the status should be "Review in Progress."

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Home Applications Courses Artifacts Portfolios Field Experience Help Logout

Applications

Your applications are listed below. To edit, submit, or check the status of an application, click on the application title. To create a new application, click "Create" in the side menu.

Application Title	Submissions Deadline	Status	Final Result	Date Created
Field Experience Program: The University of North Texas Online Application Spring 2014 Spring 2014	10/04/2013 11:55 AM	Review in Progress		09/26/2013 11:19 AM

Return to the application screen at a later time to confirm that your application has been accepted

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Applications

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Application Title	Submissions Deadline	Status	Final Result	Date Created
Field Experience Program: The University of North Texas Online Application Spring 2014 Spring 2014	10/04/2013 11:55 PM	Review Complete	Application Accepted	09/26/2013 11:19 AM

If there is any problem with the application, click on the application name, click on "Review," and then click on "Feedback form" to view the problem, and see directions on what to do next.

Field Experience Program: The University of North Texas Online Application Spring 2014 Spring 2014

Close

Field Experience Program: The University of North Texas Online Application Spring 2014 Spring 2014 **Review** Extensions Feedback

**Application Review**

Application Review Form	Last Update
<a href="#">Feedback Form()</a>	09/26/2013

Final Result Application Denied

Close