

# Education Accountability System (EAS) via Tk20 Guide to Internship Application Form

**Step 1:** Visit EAS site at:  
["http://umbc.tk20.com"](http://umbc.tk20.com)

Username: atest0001  
Password: [masked] Login

[forgot your username or password?](#)

[Click here to purchase your student account](#)

Helpful Resources  
Additional Information Admissions

For questions regarding this system, please contact your system administrator.  
Administrator:  
Justin Schaffer, Email: education@umbc.edu and jschaff1@umbc.edu  
Email: education@umbc.edu  
Phone: (410) 455-8023  
EAS via Tk20 Resources: <http://www.umbc.edu/education/IASs/tk20resources.php>  
Conceptual Framework: <http://www.umbc.edu/education/overview/cf.php>

Current Date and Time: 02/18/2016 11:59:53 AM Powered by Tk20 HigherEd Version: 7.3.4\_850\_7

**Step 2:** Enter your  
EAS via Tk20  
username and  
password and click  
"Login"

**Step 3:** Click  
"Applications".

**Step 4:** Click "Create".

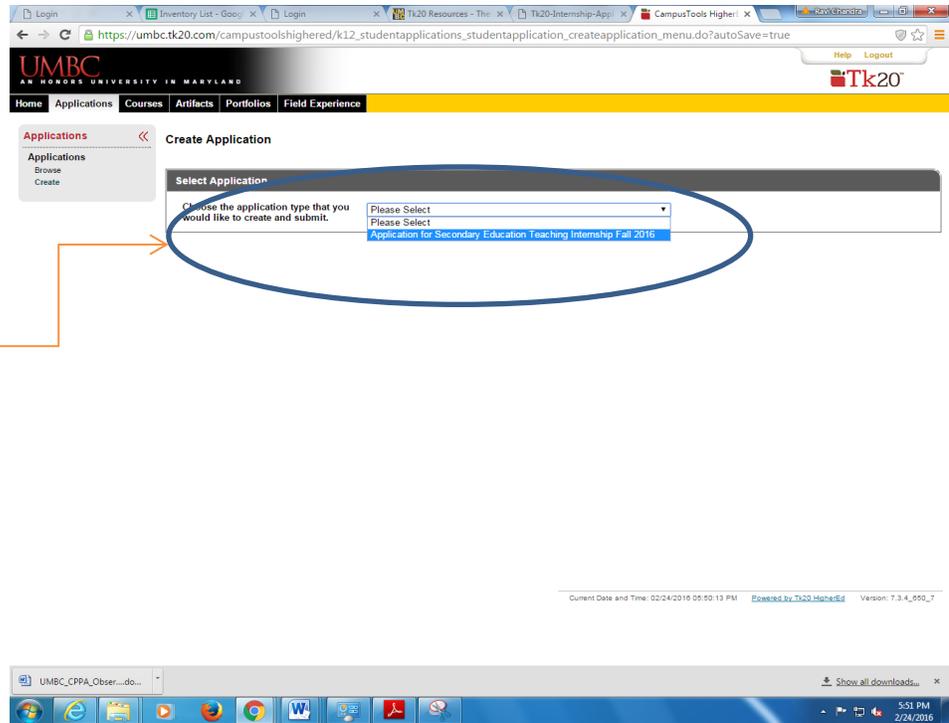
Home Applications Courses Artifacts Portfolios Field Experience

Applications Applications  
Browse Create

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.

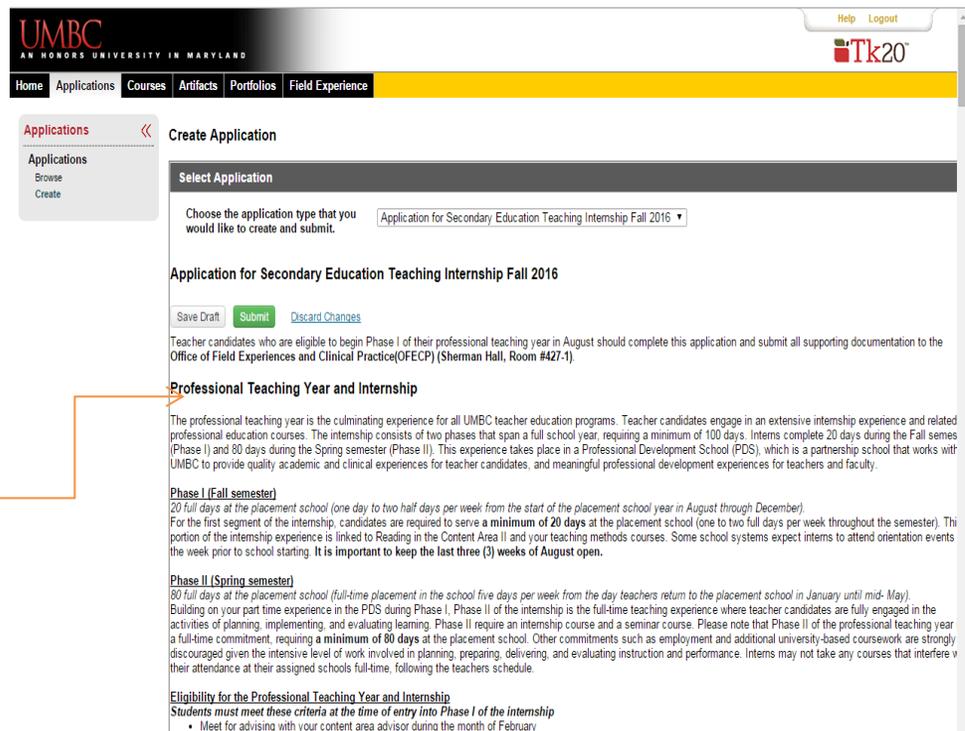
Application Title	Submissions Deadline	Status	Final Result	Date Created
<a href="#">UNDERGRADUATE Entry Point - Secondary Education Program</a>	12/22/2011 11:50 PM	Review Complete	Application Accepted	10/21/2011 12:25 PM

**Step 5:** Click the drop down menu and select “Application for (Prospective Program) Education Teaching Internship”



**Step 6: [IMPORTANT]** Read through the overview of the application form. Important points in the overview include:

- Eligibility
- Fees
- Content Area Advisors
- Required Documents



responsibilities at school or on campus are not waived or modified to accommodate the demands of outside employment. Therefore, employment during the internship is strongly discouraged. Candidates must remain at their placement for the full school day during the entirety of Phase II.

**Transportation**

Candidates are responsible for their own transportation to their assigned school. Please be aware that not all Professional Development Schools are conveniently located along public transportation routes.

**Step 7: Fill out the information.**

Name	Lovely Jenny
UMBC ID Number	56606
Date of Birth	
Address *	
City, State, ZIP *	
Cell Phone Number (no '-') *	
Telephone Number (no '-')	
UMBC E-mail *	
Alternate E-mail *	
Check a or b *	<input type="radio"/> a. Undergraduate teacher candidate <input type="radio"/> b. Graduate (MAT) teacher candidate
If a, then UMBC major	
If a, name of major Advisor	
If a, Advisors E-mail	
# of Credits	
<b>Undergraduate Applicants ONLY:</b> Download the Verification of Academic Standing form by clicking the link <b>HERE</b> . Your academic adviser will need to complete and sign the form.	Select File
	Drag and drop file here
If b, then name and location of undergraduate college/university	
If b, then major and degree earned	
# of Credits	
Overall GPA *	
Do you have a "B" or higher in all education courses taken? *	<input type="radio"/> Yes <input type="radio"/> No

**Step 8: Under 'Undergraduate Applicants ONLY', click "HERE" and download the "Verification of Academic Standing" form. Please have the major academic advisor complete the form. Scan and attach the document as a pdf.**

**\* Verification of Academic Standing applies ONLY to Secondary Education UNDERGRADUATE applicants.**

UMBC E-mail *	
Alternate E-mail *	
Check a or b *	<input type="radio"/> a. Undergraduate teacher candidate <input type="radio"/> b. Graduate (MAT) teacher candidate
If a, then UMBC major	
If a, name of major Advisor	
If a, Advisors E-mail	
# of Credits	
<b>Undergraduate Applicants ONLY:</b> Download the Verification of Academic Standing form by clicking the link <b>HERE</b> . Your academic adviser will need to complete and sign the form.	Select File
	Drag and drop file here
If b, then name and location of undergraduate college/university	
If b, then major and degree earned	
# of Credits	
Overall GPA *	
Do you have a "B" or higher in all education courses taken? *	<input type="radio"/> Yes <input type="radio"/> No
If you are Music major, what is your concentration?	<input type="radio"/> Band <input type="radio"/> Strings <input type="radio"/> Vocal
Expected date of graduation	

**Step 9:** For Placement Preferences click link 'HERE'. A new page will open the list of UMBC PDS Network Sites.

Contact Number (no '-') \*

**Placement Preferences**

You may indicate the name of the UMBC Professional Development School and grade level you prefer to be placed and explain why. There is no guarantee that placements will be in line with your preference. Special circumstances should be discussed with the Program Coordinator at the time of application. The teacher candidate is obligated to accept the placement that is arranged.

Please visit the following website to view the list of PDS Network Sites by clicking the link [HERE](#)

First PDS Preference \*

First PDS Preference Rationale (max 100 words) [Rich Text Formatting](#)

Second PDS Preference \*

Second PDS Preference Rationale (max 100 words) [Rich Text Formatting](#)

**Step 10:** Make sure to check the boxes of agreement.

**Step 11:** After all information has been completed, click "Submit". If you click "Save Draft", you can come back to work on the other sections later.

(Optional) Teacher Candidate Profile Additional Document

Drag and drop file here

\*  By checking this box I certify that I understand the following statement. Internship applicants are NOT permitted to contact any school directly or indirectly to negotiate an interview and/or a placement. There is no guarantee that placements will be in line with a candidates preferences. Interviews and placements are only made within the UMBC PDS Network. Candidates are obligated to accept the arranged interview and placement.

\*  By checking this box I certify that I understand the following statement. Internship applicants must attend the Pre-Internship Orientation held typically 2-3 weeks prior to the end of August. The following week, teacher candidates are required to attend their internship school for the entire five (5) days.

\*  By checking this box I certify that I understand the following statement. 1) Acceptance into Phase I does not guarantee that Interns will proceed to Phase II. 2) Interns can be removed from their placement(s) at any time due to unprofessional behavior, actions, comments, language, or dress. Readmission to the program is not guaranteed.

\*  By checking this box I certify that I have read the policies and procedures described herein and that the information I have provided on the application is complete and accurate. I agree to abide by these policies and to accept the placement assignment that is arranged. Also, I authorize UMBC's Department of Education to release criminal background information about me, as provided by the Criminal Justice Information Services, including but not limited to a copy of my state and federal CJIS report, to appropriate personnel within a local education agency as it pertains to eligibility for an internship placement.

[Discard Changes](#)

**NOTE:** Please note that an internship application will be considered incomplete until all parts of the application have been completed and all required documents have been submitted.