



Applying to Internship via TK20

What you will need to apply

- ▶ A computer with internet access and your UNA portal log in credentials
- ▶ Current Proof of Professional Liability Insurance which includes the effective and expiration dates, saved as a PDF
- ▶ Thoroughly review the Alabama code of ethics which can be found at the following link:
https://www.alsde.edu/sec/ee/Documents/Alabama_Educator_Code_of_Ethics.pdf
- ▶ Completed or in the process of completing all coursework EXCEPT your internship.
- ▶ Know your TCH Number. This is also called a Teacher Number or ALSDE ID. This can be found on your original background check clearance letter from the state or at the following site (be sure to include all 3 letters, all dashes, and all 8 numbers):
<https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx>
- ▶ Pass all required Praxis Subject Assessments for your content area.
- ▶ You can apply before you have passed the required Praxis Subject Assessment(s) but before you can be cleared for internship, all required Praxis Subject Assessment(s) must be successfully completed and on file.

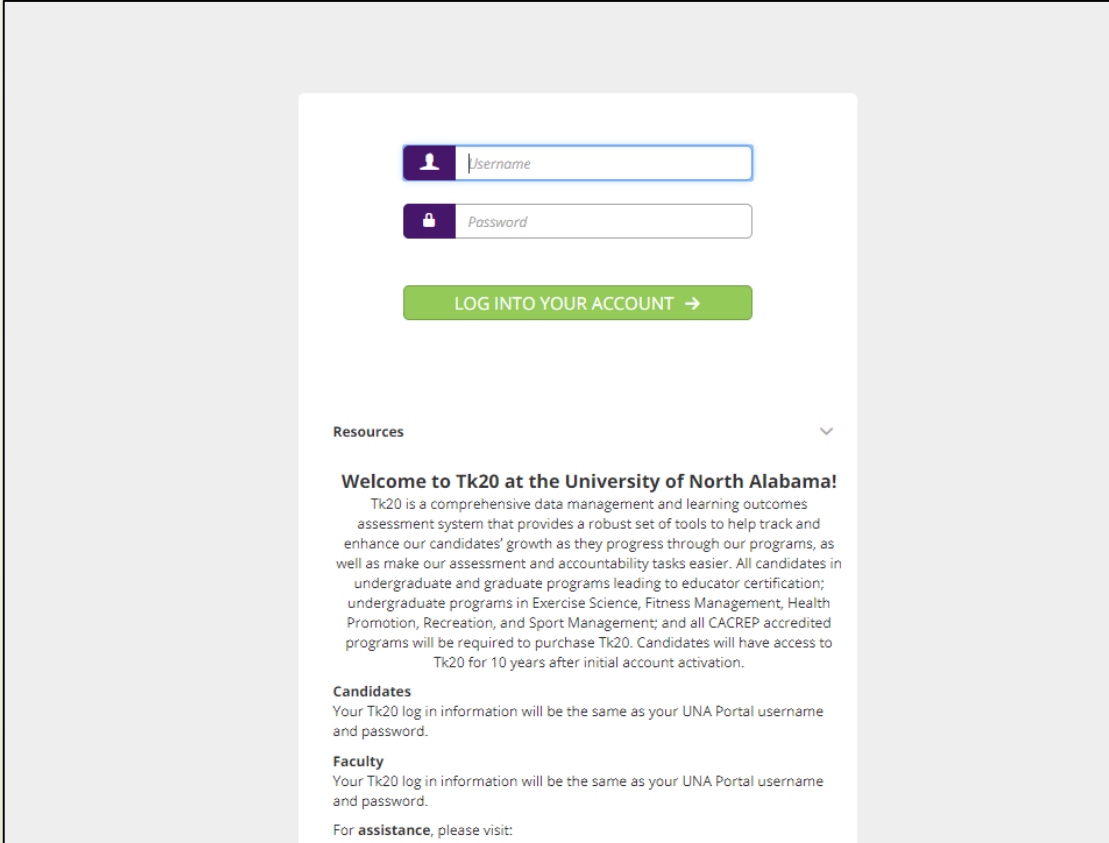


IMPORTANT:

Only have one window or tab with TK20 open in your web browser at any given time. Having multiple windows or tabs of TK20 open at the same time will cause major issues.

Step 1: Log into TK20

- Go to the URL <https://una.tk20.com>
- Enter in your UNA login credentials



The screenshot shows the login interface for TK20 at the University of North Alabama. It includes a username field, a password field, and a green button labeled 'LOG INTO YOUR ACCOUNT' with a right-pointing arrow. Below the login form is a 'Resources' section with a downward arrow icon. The 'Resources' section contains a 'Welcome to Tk20 at the University of North Alabama!' heading, followed by a paragraph describing the system's purpose and user requirements. Below this are sections for 'Candidates' and 'Faculty', each providing login instructions. At the bottom, there is a line for 'For assistance, please visit:' followed by a partially visible URL.

Resources ▾

Welcome to Tk20 at the University of North Alabama!

Tk20 is a comprehensive data management and learning outcomes assessment system that provides a robust set of tools to help track and enhance our candidates' growth as they progress through our programs, as well as make our assessment and accountability tasks easier. All candidates in undergraduate and graduate programs leading to educator certification; undergraduate programs in Exercise Science, Fitness Management, Health Promotion, Recreation, and Sport Management; and all CACREP accredited programs will be required to purchase Tk20. Candidates will have access to Tk20 for 10 years after initial account activation.

Candidates
Your Tk20 log in information will be the same as your UNA Portal username and password.

Faculty
Your Tk20 log in information will be the same as your UNA Portal username and password.

For **assistance**, please visit:
<https://una.tk20.com>

Step 2: Go to Applications

After you log in, you will be taken to a home page. On the left hand side of the screen you will see a purple menu. Click on "APPLICATIONS"

The screenshot displays the UNA Tk20 application interface. On the left, a purple sidebar menu contains the following items: HOME, DOCUMENT ROOM, APPLICATIONS (highlighted with a red box and a red arrow), ARTIFACTS, COURSES, FIELD EXPERIENCE, and PORTFOLIOS. The main content area is divided into three sections: RECENT MESSAGES, PENDING TASKS, and NEWS. Each section has a table header and a message indicating that there is no data to display. The RECENT MESSAGES table has columns for Name, From, and Received. The PENDING TASKS table has columns for Name, Type, From, and Due Date. The NEWS section has tabs for Today's News and Archived News.

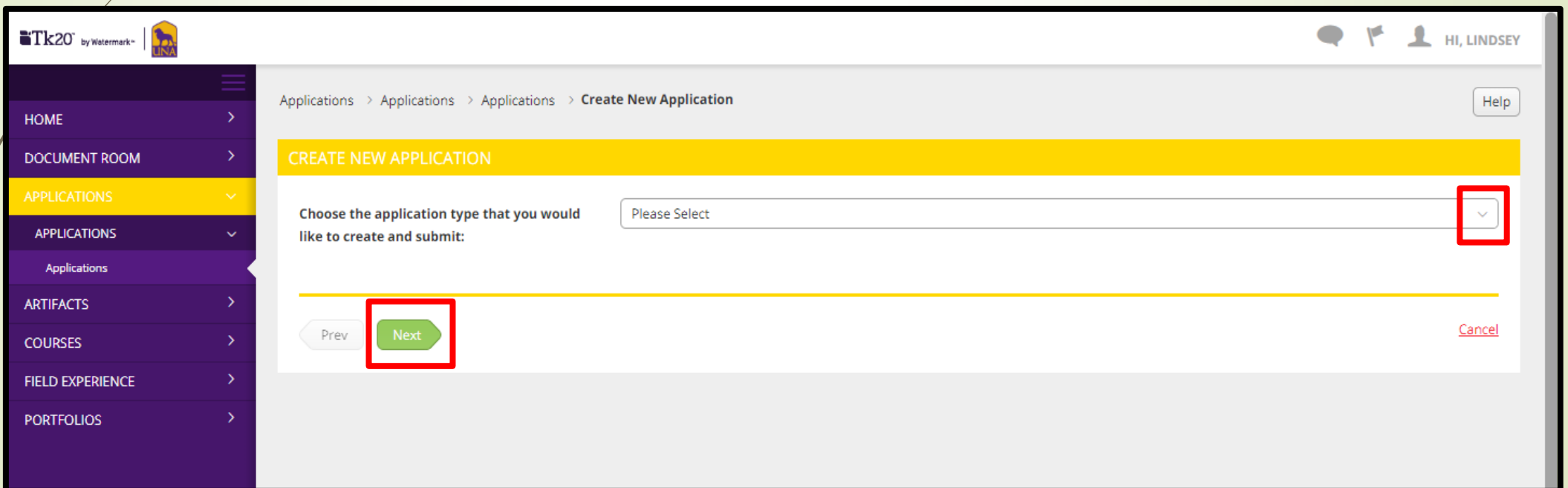
Step 3: Select “+ Create New Application”

- When you click on “APPLICATIONS” you will be navigated to a new view.
- Select the green button that says “+ Create New Application”

The screenshot displays the 'Applications' page in the Tk20 by Watermark LUNA system. The left sidebar contains a navigation menu with 'APPLICATIONS' highlighted. The main content area has a yellow header 'APPLICATIONS' and a green button '+ Create New Application' highlighted with a red box and a red arrow. Below the button are trash and refresh icons. A table header is visible with columns: Application Title, Submissions Deadline, Status, Final Result, and Date Created. The table content area displays 'There is no data to display.'

Step 4: Choose the correct Application

- After you click the green button, a new view will appear. Here you will select the type of application you want to create from a drop down menu.
- Click the down arrow to access the menu.
- Select “Internship Application”
- Click the green “Next” button.



The screenshot displays the Tk20 by Watermark application interface. On the left is a dark purple navigation menu with options: HOME, DOCUMENT ROOM, APPLICATIONS (highlighted in yellow), APPLICATIONS, Applications, ARTIFACTS, COURSES, FIELD EXPERIENCE, and PORTFOLIOS. The main content area has a breadcrumb trail: Applications > Applications > Applications > Create New Application. A yellow banner at the top of the main area reads "CREATE NEW APPLICATION". Below this is a form with the text "Choose the application type that you would like to create and submit:" followed by a dropdown menu showing "Please Select". A red box highlights the dropdown arrow. At the bottom of the form, there are three buttons: "Prev", "Next" (highlighted with a red box), and "Cancel". The top right corner shows a user profile icon and the text "HI, LINDSEY".



Step 5: Fill out the application

- ▶ After you click “Next”, the screen will take you to the application form.
- ▶ Be sure to read the whole application as it will provide all the information you need to know for completing the application.
- ▶ NOTE: Any field with an asterisk (*) by it is required. You will not be able to submit the application until all required fields have been answered.
- ▶ At the bottom of the application, you will see 3 buttons. The first is a green “Submit” button, the second is a gray “Save” button, and the third is a gray “Close” button.
 - ▶ “Submit” is used when you are 100% done with the application and wish for it to be reviewed.
 - ▶ “Save” will allow you to save your work and come back to the application later
 - ▶ “Close” will ask you if you want to save before closing the application and taking you back to the view from step 3 but you will now see the application you were working on, if you saved work.

Step 5: Fill out the application

Completed Program Checklist

Drag and drop file here

STUDENT ACKNOWLEDGEMENT

Please review the UNA policy for Internship Placements at the following link:
<https://una.edu/education/educator-preparation/internship-placement.html>

By typing my name on this application, I affirm that:

I am Knowledgeable or and agree to abide by UNA's policies concerning internship placements.

I understand that incomplete applications will not be reviewed.

I understand that documentation of all requirements must be on file in the [Office of Educator Preparation](#) prior to the start of the internship semester.

I acknowledge that all information regarding students and any other school related information learned during the field and clinical setting are confidential. As such, I will not disclose it through social media or other communication.

If I learn of a situation that may be harmful to any individual, I will immediately report it to the proper parties.

*

Prev Next

Submit Save Close



Step 6: Submitting the application

- ▶ Once all of the required fields have been accurately filled out, you are ready to submit your application for review.
- ▶ Click “Submit”. A dialog box will appear either stating that not all required fields are completed if you missed something or it will ask if you are sure you are ready to submit. Click “OK”.
- ▶ You will receive an automated e-mail to your UNA e-mail address from TK20 informing you that your application has been submitted.
- ▶ At this point, be sure to check your UNA e-mail and TK20 as these will be the way application reviewers will communicate with you regarding your application.

Please see our website at the following link for the current application due date and time:

<https://www.una.edu/education/educator-preparation/internship-application.html>



Questions, Comments, & Concerns

- ▶ If you have any questions or run into any issues with the application process or TK20 please don't hesitate to contact the UNA TK20 Administrator. The Administrator will serve as your first point of contact for TK20 technical issues.
- ▶ If the administrator is unavailable, you can contact Watermark customer support.

UNA TK20 Administrator
e-mail: tk20@una.edu

Watermark Customer Support
Help Desk: <https://helpdesk.tk20.com/>
e-mail: support@watermarkinsights.com
Phone: 1-800-311-5656

- ▶ If you have questions about the requirements for Internship or about the placement process, please contact the Director of Clinical Experiences.

Ms. Christy Waters
Director of Clinical Experiences
e-mail: ccwaters@una.edu
Phone: 256-765-4482