

INSTRUCTIONS FOR FILLING OUT YOUR PROGRAM CHECKLIST



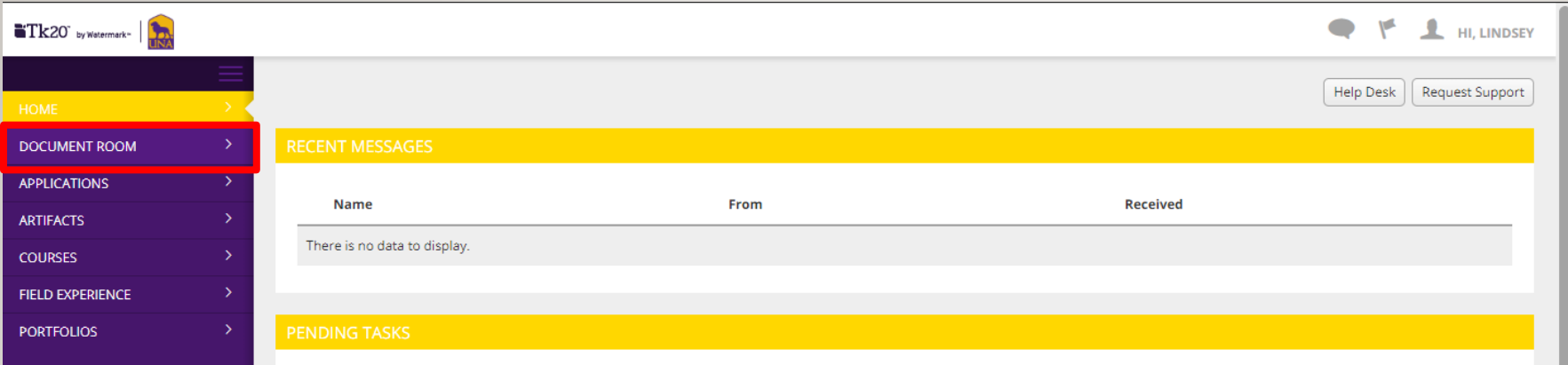
STEP 0: PLEASE READ THE FOLLOWING INSTRUCTIONS

- If you are applying to Undergraduate Teacher Education Program (TEP), please continue Step 1.
- If you are applying for Internship and do not have a copy of your checklist please e-mail the Certification Officer, Mr. Gyasi Kellam, at gkellam@una.edu for a copy. Once you have it, proceed to Step 2.
- If you are applying to Graduate Teacher Education Program (GTEP), please e-mail the Certification Officer, Mr. Gyasi Kellam, at gkellam@una.edu for a blank checklist. Once you have it, proceed to Step 2.

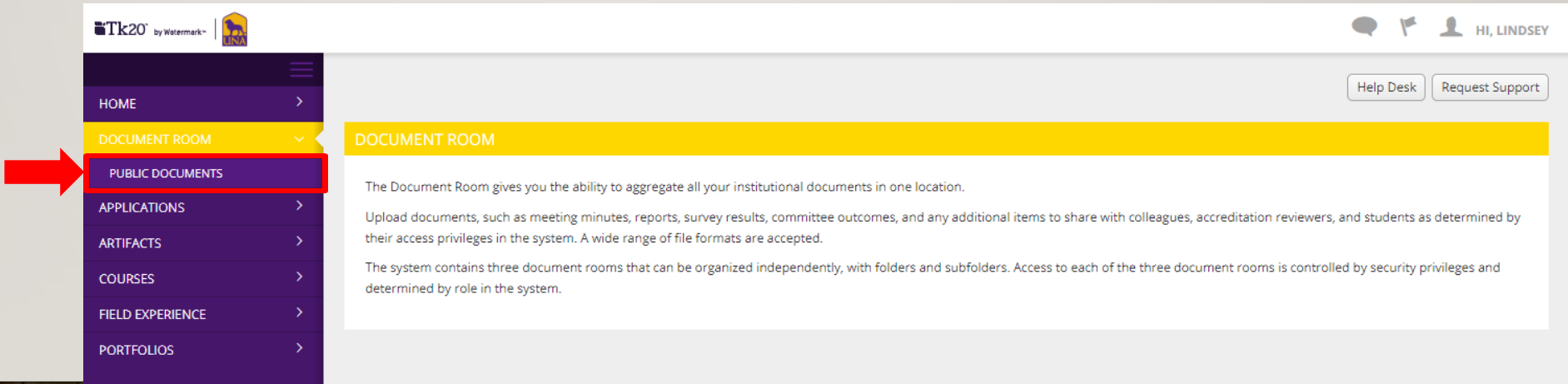
STEP 1: DOWNLOAD THE APPROPRIATE PROGRAM CHECKLIST EXCEL FILE

- You can find a blank program checklist in TK20. To get to it, you need to log into TK20 using your UNA log in credentials.
- Once you are logged in, click “Document Room” on the left hand menu.
- Next, click on “Public Documents”. There will be several files in this tab with little plus signs next to them. You can click these to expand the folder to view the folders and files it contains. You can also click “Expand All” to view everything.
- Click on the name of the checklist that matches the program you are applying for (e.g. Elementary, Biology, Mathematics, etc.). This will take you to another screen where you will see a blue link toward the bottom of the page. Click this to download the excel spreadsheet Checklist to your computer.

STEP 1: DOWNLOAD THE APPROPRIATE PROGRAM CHECKLIST EXCEL FILE



The screenshot shows the top navigation bar of the Tk20 by Watermark system. The left sidebar contains a menu with the following items: HOME, DOCUMENT ROOM, APPLICATIONS, ARTIFACTS, COURSES, FIELD EXPERIENCE, and PORTFOLIOS. The 'DOCUMENT ROOM' item is highlighted in yellow and has a red arrow pointing to it from the left. The main content area is divided into sections: 'RECENT MESSAGES' (with a table header: Name, From, Received and a message 'There is no data to display.'), and 'PENDING TASKS'. The top right corner shows a user profile 'HI, LINDSEY' and buttons for 'Help Desk' and 'Request Support'.



The screenshot shows the 'DOCUMENT ROOM' page in the Tk20 by Watermark system. The left sidebar menu is expanded, and the 'PUBLIC DOCUMENTS' sub-item is highlighted in yellow with a red arrow pointing to it from the left. The main content area is titled 'DOCUMENT ROOM' and contains the following text:

The Document Room gives you the ability to aggregate all your institutional documents in one location.

Upload documents, such as meeting minutes, reports, survey results, committee outcomes, and any additional items to share with colleagues, accreditation reviewers, and students as determined by their access privileges in the system. A wide range of file formats are accepted.

The system contains three document rooms that can be organized independently, with folders and subfolders. Access to each of the three document rooms is controlled by security privileges and determined by role in the system.

The top right corner shows the user profile 'HI, LINDSEY' and buttons for 'Help Desk' and 'Request Support'.

STEP 1: DOWNLOAD THE APPROPRIATE PROGRAM CHECKLIST EXCEL FILE

The screenshot displays the Tk20 by Watermark LUNA user interface. On the left is a purple navigation sidebar with menu items: HOME, DOCUMENT ROOM (expanded), PUBLIC DOCUMENTS, APPLICATIONS, ARTIFACTS, COURSES, FIELD EXPERIENCE, and PORTFOLIOS. The main content area is titled 'Document Room > Public Documents' and features a yellow header 'PUBLIC DOCUMENTS'. Below the header are icons for adding (+) and deleting (-) documents. A red arrow points to the 'Expand All' button, which is also enclosed in a red box. Another red arrow points to the 'Program Checklists' folder icon, which is also enclosed in a red box. In the top right corner, there is a user profile 'HI, LINDSEY' and buttons for 'Help Desk' and 'Request Support'.

STEP 2: FILL IN THE CHECKLIST

- On your checklist, please list the courses you have already taken and the classes which you are currently enrolled, all in capital letters. Do not include future coursework. You can use Degree Works or your advisement transcript to help you with this task.
- For the courses you listed, please indicate how many credit hours they were/are worth in the “HR” column.
- For past courses, please put the letter grade you received in the course (A, B, C, D, F,) as a capital letter in the “GR” column. For courses that are in progress, leave the letter grade and quality points (QP column) blank.
- Next, calculate the quality points for past courses in the “QP” column. These can be found on your unofficial/advisement transcript or calculated. If you need help calculating the quality points, please see the following link on the UNA website for assistance:
<https://www.una.edu/registrar/student-resources/gpa-calculations.html>
- Be sure to save this checklist as an Excel file using the naming convention Last name First name Middle initial Lnumber with no spaces.
Ex. DoeJohnQL00123456
- Add courses you finish to it each semester. We also ask that you have your most up to date checklist with you when you go to advising sessions.
- **You will be asked to supply the most up to date information again when you apply for internship so be sure to keep this saved in a safe place and keep it up to date!**

STEP 3: ATTACH YOUR SAVED CHECKLIST TO YOUR APPLICATION

- Once you have filled out and saved your checklist as an Excel spreadsheet, attach it to your digital TEP, GTEP, or Internship application as an Excel file. Do not attach it as any other type of document please.

IF YOU HAVE QUESTIONS OR ENCOUNTER ISSUES

- If you run into issues with TK20, please contact the TK20 Administrator. If you have questions about the checklist specifically, please contact the certification officer. Both are listed below:

Ms. Lindsey Pittington
TK20 Administrator
e-mail: tk20@una.edu
Phone: 256-765-4318

Mr. Gyasi Kellam
Certification Officer
e-mail: gkellam@una.edu
Phone: 256-765-4860