



BAYLOR
UNIVERSITY
SCHOOL OF EDUCATION



Edd Mentor - Form Completion Guide

As a Mentor to one or more candidates of Baylor's EdD Leadership program, we ask that you complete certain forms in Tk20. (Tk20 is a web-based application that allows users to easily complete, share, and archive data.) Candidates are assigned a new Field Experience binder in Tk20 for each semester they are enrolled, and forms should be completed for each of them.

This guide is divided into two sections:

- **Accessing the Field Experience Binder**
The first section is a brief overview of how to access Tk20.
- **Forms to Complete**
This section serves to give guidance on which forms you are to complete along with a brief description of what the form is and/or its purpose.

Accessing the Field Experience Binder

Mentors will receive an email when their candidate is assigned a Field Experience binder in Tk20. This email will contain a link that can be used to access the assessment tool within Tk20. To access the binder directly, click the link. An example email is show here:

Thom Edwards

Field Assessments for test student

To: Thom Edwards

Dear Thom,

You have been assigned to supervise and evaluate test student at Midway High School. Please click the lir associated with this placement.

<https://baylor.tk20.com/campustoolshighered/externalAction.do?type=fieldexperience&user=1c0311ac104>

If the link does not work, please copy and paste the following address into your browser.

<https://baylor.tk20.com/campustoolshighered/externalAction.do?type=fieldexperience&user=1c0311ac104>

Warning: In order to prevent data inconsistencies, please make sure that you only assess one student at a tabs.

Make sure to save this email. You will be able to access the associated assessments from the link provided

If you have any questions, please contact the Tk20 Unit Administrator at :

Thom Edwards
tk20_support@baylor.edu
2547103414

Tutorials and quick guides are available at the [Tk20 Help Desk](#).

Thank you!

Once in the binder, the page will be split into two sections.

- On the right side of the page is the Assessment area and is the area you are most concerned with. The top of this section are forms to be completed by you. The bottom of this section includes forms already completed by Baylor faculty.
- The left side of the page is the student's binder information and submissions

Forms to Complete

- TEA Information: Mentor
 - Completion of this form is REQUIRED
- Documentation of Mentor/Mentee Match (EdD): Mentor
 - Completion of this form is REQUIRED.
 - To be completed once your mentee has completed their similarly named form and you have reviewed its contents.
 - You can view mentee's forms on the left side of the Tk20 window under the "Forms" tab.
- Acknowledgement: Discussion of Confidentiality Expectations
 - Completion of this form is REQUIRED.
 - To be completed once you and your mentee have discussed expectations for confidentiality. Your mentee will include their reflection in the form Managing Expectations for Confidentiality (EdD)).
 - You can view mentee's forms on the left side of the Tk20 window under the "Forms" tab, as shown in the previous image.
- Acknowledgement: Receipt of Mentee Goals
 - Completion of this form is REQUIRED.
 - To be completed once your mentee has completed their Documentation of Goals by Semester Focus Topic (EdD) forms and you have reviewed their contents.
 - You can view mentee's forms on the left side of the Tk20 window under the "Forms" tab, as shown in the previous image.
- Acknowledgment: Receipt of Faculty Formal Observation (EdD)
 - Completion of this form is REQUIRED.
 - Note that there are multiple copies of this form, one for each potential observation.
 - To be completed after you have reviewed the Candidate Visitation Report(s) completed by a Baylor Faculty member.
 - You can view the Faculty's Visitation Report in the bottom section of the right side of the Tk20 window in the "FACULTY 1'S FORMS" section.
- Candidate Visitation Report (EdD): Mentor
 - Completion of this form is at the discretion of Baylor Faculty.
 - Baylor Faculty will alert you if this form needs to be completed.
- Mentee Performance Recommendation (EdD): Mentor
 - Completion of this form is REQUIRED.
 - To be completed at the end of each semester.