



TK20 Faculty Guide

Professional Dispositions

Within a Course

WCU TK20 Office

Recitation Hall

610-436-2085

Tk20@wcupa.edu

<https://www.wcupa.edu/education-socialWork/assessmentAccreditation/tk20.aspx>

TK20 Helpdesk

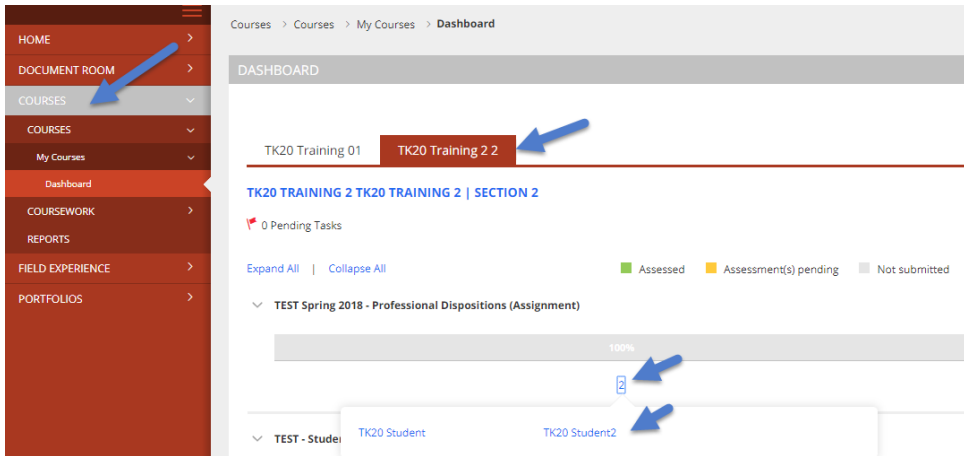
800-311-5656

support@watermarkinsights.com

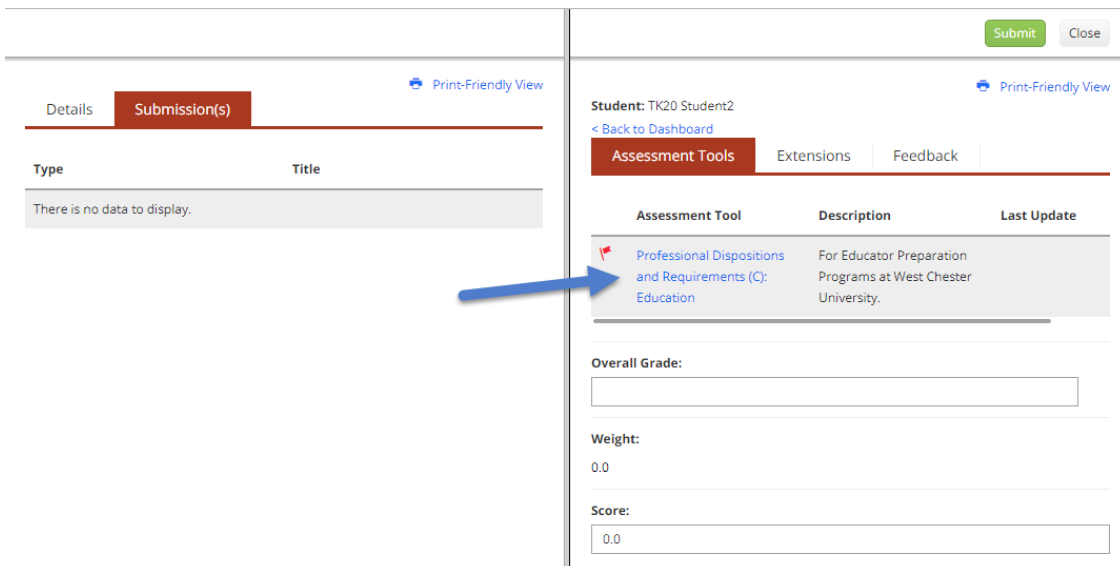
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HOW TO COMPLETE PROFESSIONAL DISPOSITIONS WITHIN A TK20 COURSE

1. From within Tk20, click on **'Courses'** on the left side panel.
2. Click on the course tab that contains the Professional Dispositions assignment.
3. Click on the number located below the Professional Dispositions assignment.
4. Click on the name of the student. *Please note students do not submit anything for Professional Dispositions.*



5. A split screen will be displayed:
 - a. You can left click and hold on the vertical line in the middle of the screen and drag to the left or right for easier viewing.
 - b. On the right side, click on the **'Professional Dispositions and Requirements (C): Education'** assessment tool.



6. Questions in the Professional Dispositions and Requirements form are set to default to 'Acceptable'.
7. Is there a concern for the student?
 - a. No - Scroll to the bottom of the form and click '**Save & Close**'. Next click the green '**Submit**' button on the top right.
 - b. Yes - Select the appropriate response in the Professional Dispositions and Requirements section, select the appropriate level in the Concern section at the bottom of the form, and upload a copy of the signed Professional Disposition Concern form. Click '**Save & Close**' and then click the green '**Submit**' button on the top right.

Level of Concern:*

No concern.

Level 1 - This is the minimum expectation required for any concern. Conference with candidate. **Must upload Professional Dispositions - Concern Form.**

Level 2 - Egregious dispositional concerns. This will result in a Department level review after an initial conference with the candidate. **Must upload Professional Dispositions - Concern Form.**

Upload Professional Dispositions - Concern Form:

Drag and drop files here

GRADE

Grade:

