Quality Candidates:
Technology Enhancing Academic Management System

QC:TEAMS

Candidate Manual

...committed to promoting equity, excellence, and ethics in urban schools and communities
Steps for Setting up Clinical Practice/Student Teaching Internship

Go to: https://intaps.qc.cuny.edu/pls/qcteams/qcteams.login_pkg.login_form

Your QC USER ID is the same as your active directory account. If you don't know your QC USER ID and/or Password, please go to http://cams.qc.cuny.edu to retrieve your QC USER ID and set your password.
NOTE: If you have completed more than one experience during the current semester, (i.e., taught at an elementary school and then a high school) these steps need to be completed for each experience.

On the main menu page click on “Experience Submission Form”

Clicking on “Experience Submission Form” will take you directly to a list of Education courses you are taking during the current semester.

Click on the “Course Code” that you wish to submit experiences.
Once you click on a **Course Code**, you will be asked to choose an Experience type.

Select **“Student Teaching”** for programs leading to certification as a teacher in a classroom setting.

Select **“Clinical Practice”** for programs leading to certification as Other School Professionals and/or school services (i.e., School Counselor, School Psychologist, School Media Specialist, School Building Leader/Principal, etc.)
On this page you will be asked to complete the following information:

**Program Level:** Using the drop-down menu select the combination of the program level of the program.
Note: **Program** is the content area (e.g. Art, English, etc.) and **Level** is the grade range (e.g. K-6, 5-9, 9-12).

**Time Measure:** The experience length is measured in hours.

**Experience Quantity:** Enter the numeric quantity of the experience in hours.

**Site:** To select the site of the location of the experience click on the “Search Site” button. Clicking on “Search Site” will open the following pop-up window.
If your site was available in the list click on the name of the site. This will take you back to the previous page.
Cooperating Teacher: To select the cooperating teacher, first you must select the site. Once you have selected the site, click on the “List All Teachers” button, which will open another pop-up window, with a list of teachers at the site selected.

If the cooperating teacher is not listed, please fill in the First Name, Last Name, Title, School Telephone and E-mail address to add the cooperating teacher to the QC: TEAMS system.

Click “Submit” after you have completed entering the Experience Information.

Once the experience information has been submitted, your course Instructor must verify the information. Once verified by the course instructor, you will be able to log on and complete your Clinical Practice, Student Teaching or Internship Evaluation Assessment forms.
Steps for Setting up Field Experience Information

Go to: http://www.qc.cuny.edu/qcteams

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On the main menu page click on “Experience Submission”

Clicking on “Experience Submission Form” will take you directly to a list of courses you are taking during the current semester.

Click on the “Course Code” that you wish to submit experiences for.
For Field Experience, select the **“Pre-student Teaching Credited Field Work”** option.

For Clinical Practice/Student Teaching/Internship Experiences, please see previous section.
On this page you will be asked to complete the following information:

**Program Level:** Using the drop-down menu select the combination of the program level of the program.
Note: **Program** is the content area (e.g. Art, English, etc.) and **Level** is the grade range (e.g. K-6, 5-9, 9-12).

**Time Measure:** The experience length is measured in hours.

**Experience Quantity:** Enter the numeric quantity of the experience in hours.

Click “Submit” after you have completed entering the Experience Information.

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Once you have completed the Student Experience Input Form, the course instructor will be able to complete your Field Experience Assessment Form.