Quality Candidates:
Technology Enhancing Academic Management System

QC: TEAMS

Queens College Faculty/Course Instructor Manual

For Clinical Practice/Student Teaching/Internship

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

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

-QC: TEAMS Log In-

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.
On the main menu page click on "Experience Submission Form"

Clicking on "Experience Submission Form" will take you directly to your course roster, unless you are teaching more than one course. If you are teaching more than one course, you will be taken to a page with a list of your courses for the current semester.
Click on the “Course Code” for which you wish to submit experiences. Clicking on “Course Code” will take you directly to your Course Roster.
Your Course Roster will only include students who are Education Majors/Minors. Click on the “Candidate ID” of the student for whom you wish to submit experience information. Clicking on the “Candidate ID” will take you to the Candidate Experience Type Form (See next screen).
To Choose an Experience Type:

Select “**Student Teaching**” for programs leading to certification as a teacher in a classroom setting. **Note:** This includes courses that use a practicum experience as a student teaching experience.

Select “**Clinical Teaching**” 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.)

For field experiences other than Clinical Practice/Student Teaching/Internship please see the Field Experience 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) of the placement being reported.

**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 (see next page).

**Cooperating Teacher:** (See Page 9 for detailed instructions)
If your site is 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 (the title for cooperating teachers is SBCLINICALF), 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.

If a candidate has completed more than one experience during the current semester, (i.e., at two different sites or if the candidate had two cooperating teachers) these steps need to be completed for each experience.
Steps for Verifying Student Experiences.

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On the main menu page click on “Verify Student Experiences”

Clicking on “Verify Student Experiences” will take you directly to your course roster, unless you are teaching more than one course. If you are teaching more than one course, you will be first taken to a page with a list of your courses for the current semester.
Click on the “Course Code” for which you wish to verify experiences.
Clicking on the **Candidate’s ID** will take you to the Student Experience Verification page (See next screen shot).
Please make sure that ALL information is correct.

If the information is correct, using the drop-down menu under “Verified?” select YES and click SUBMIT.
Once the Information has been verified, your name and date will be listed under “Verifier” and all forms tied to Clinical Practice/Student Teaching/Internship will be available for evaluation purposes.