# Sonia

**KU School of Social Welfare Field Instructor User Guide**

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Getting Started

Go to https://field.ku.edu/

1. At the initial screen click School of Social Welfare that is under the picture. You will then be taken to the login screen.

2. Make sure the Role you select is Agency, then enter your agency email and the password you set here:
If you do not remember your password, click on the “Forgot your password” link to reset it:

School of Social Welfare

Your profile

1. Click on “My Details” tab:

2. Review the contact information listed and ensure it is accurate. Please update any changes or additions that you have. Keep in mind, any information you list here will be open to the student(s) connected to you in our system:

<table>
<thead>
<tr>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Phone: 785-86</td>
</tr>
<tr>
<td>Skype:</td>
</tr>
<tr>
<td>Email: <a href="mailto:jmarsh1@ku.edu">jmarsh1@ku.edu</a></td>
</tr>
</tbody>
</table>

3. If you make any changes, please click on the “Save” button:

<table>
<thead>
<tr>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Phone: 785-86</td>
</tr>
<tr>
<td>Skype:</td>
</tr>
</tbody>
</table>

Sonia Guide- Field Instructor
Updated 11/2017
Completing the Field Instructor Verification and Responsibilities Agreement Form

1. Click on the Forms tab at the top:

2. Find the Field Instructor Verification and Responsibilities Agreement Form:

3. Click the Edit button next to the form name, on the far right side of the screen:

4. Please review the form and fill out the information at the bottom of the page, then click Submit:
Viewing Student information

1. Click on the “Students” tab:

2. You will see a listing of the students you are currently connected to in our system:

3. From this snapshot, you can see basic contact information, as well as the Field Liaison assignment:
4. The Field Instructor field may be blank. In that case, it means that you are the only field instructor attached to that student in our system, as you wouldn’t be able to see the student at all if you weren’t attached to them:

Current Students

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Cell phone</th>
<th>Agency</th>
<th>Date</th>
<th>School</th>
<th>Shift</th>
<th>Area</th>
<th>Course</th>
<th>Field</th>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer</td>
<td>A. Marsh</td>
<td>785-555-5555</td>
<td>A Test Agency #1</td>
<td>8/21/2017 - 4/20/2018</td>
<td>School of Social Welfare</td>
<td>BSW</td>
<td>Basic Field Practicum</td>
<td>Jennie A. Marsh</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If there is an additional name in that box, this means that both you and that person are connected to the student. Usually, this means they are a preceptor:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Cell phone</th>
<th>Agency</th>
<th>Date</th>
<th>School</th>
<th>Shift</th>
<th>Area</th>
<th>Course</th>
<th>Field</th>
</tr>
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<td>Basic Field Practicum</td>
<td>Jennie A. Marsh</td>
<td></td>
</tr>
</tbody>
</table>

However, remember this does not mean you are not listed as the field instructor- you would not be able to see the student’s information at all if you weren’t connected!

5. To view more information about the placement, click the “View” button next to the student:
6. This tab will show you more information about the placement, including the information in Sonia about your agency. This information is the same as what you will find under the “Placements” tab:

<table>
<thead>
<tr>
<th>A Test Agency #1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address:</strong> 1545 Llac Lane</td>
</tr>
<tr>
<td>Only want one student total, either BSW or MSW Clinical</td>
</tr>
</tbody>
</table>

Please provide a thorough description of the student learning opportunities available at your agency.

Learning opportunities lane. This would include a detailed description of what the student will do in practicum.

Does your agency offer student stipends? If yes, please specify amount and criteria.

No

Does your agency have evening and/or weekend hours available? If so, please provide a description of the flexible hours available.

No weekend or evening hours available

You can actually update your agency information in this screen, or on the Placements tab. If you update the information, be sure to press the “Save” button at the bottom of the screen. This information will be updated for all placements at your agency, not just this student:

**Student is expected to attend 2 day orientation**

![Save button]

Please provide a thorough description of...
7. After reviewing the agency information, you can scroll to the bottom of the page to view the student’s contact information as well as the liaison:

8. Also under each person’s name are any documents associated with them. For example, in the case of the student, this is where you could find their resume or their Professional Writing Samples, once those are uploaded later in the semester:
9. If you continue to scroll down the page, there is one more function to show you. If there is any information you want to provide students about where to go, where to park, etc., you can enter it in this section. Keep in mind, this will show up for any student with a placement at your agency, so only use this section for information that pertains to all:
Agency Details

These details will be able to be viewed by your current students. When students start practicum planning for the next academic year, these details will be open to those students as well, to help students and the Field Office assess which agency placement is the best fit for the student.

1. Click on the Agency Details tab:

2. The first tab is “General Details”

There may be information already entered in most of the fields, or there may not, depending on whether or not the agency contact reviewed the information last year during practicum planning. You are welcome to update the information now, if you would like. After you have completed the fields, please hit the Save button at the bottom of the page:
***If you can’t complete them all in one setting, please hit Save and come back to it later. You can complete or change the fields at any time- just be sure to save every time you change something. Also, if you have Sonia up and are entering information over time throughout the day, please note that Sonia will sign out after 30-60 minutes, so you need to save your information periodically.

3. Once you have completed the General Details fields, please click the Attributes button:
Click on the drop down next to Sector, Affiliation, and Location group, and select the label applicable to your agency (you can skip Location):

Then, please click on Add Area button, then select the student level(s) for your agency from the dropdown list:
4. Please do the same for Descriptor (type of agency), Populations served, and City or Region. You can select more than one in each category, but you will have to save after EACH addition. If you don’t see the applicable term(s) for your agency in any of the above fields, please contact Jennie Marsh at jmarsh1@ku.edu.

5. You may also want to view the “Associated Users” with your agency.

Here, you can see a list of people that are connected to your agency in our system. We recommend viewing this from time to time, to ensure that any staff no longer associated with the agency are removed:

There is also a “Roles and Permissions Legend” that gives more information as to what role and permissions each associated person has:

Please contact us at fieldeducation@ku.edu if you have any changes to any of this information.
Approving Timesheets

1. Click on the Students tab from the homepage.

2. At the far right of the screen, click the Timesheets button.
3. You can approve timesheets in two ways— in bulk or individually. First, to approve in bulk, click on the boxes next to each time submission that you want to approve:

*If you want to approve every time listed, you can click on the box at the top of the list to select all lines simultaneously.

Then, click on the “Approve” button:

You also have the option to unapprove the time, or to indicate to the student the time needs to be updated and resubmitted (those buttons are right next to the Approve icon).

4. To approve lines individually, click on the box next to the individual line you plan to approve. Then click on the “Approve” icon on that individual line:
You also have the option to unapproved the time, or to indicate to the student that the time needs to be updated and resubmitted (those icons are right next to the Approve icon).
Learning Contract

1. Once your student has notified you the Learning Contract is ready for review, click on the “Forms” tab:

   ![Image of the University of Kansas forms page]

   - Click on the “View” icon next to the Learning Contract you wish to review. If you have multiple students, you can check the “Last Name” & “First Name” fields to ensure you are on the correct one:

     ![Image of the forms page with highlighted fields]

   - You will see directions for the Learning Contract and the Evaluations at the top of the page. You will also see a Ratings scale, which you will use when it is time to evaluate your student. More importantly, scroll down to “Competency 1” to get started. You will see the Competency and the Practice Behaviors on which your student will be evaluated:

     ![Image of the forms page with highlighted competency and practice behaviors]

     - **1 = Fails to perform** the basic elements of this practice behavior
     - **2 = Inconsistently performs the** basic elements of the practice behavior
     - **4 = Above average performance**
     - **5 = Consistently excels in important**

     **Competency 1: Identify as a professional social worker and conduct oneself accordingly.**

     **Practice Behaviors**

     1.1 Maintain a social work identity within clinical settings.

     **Learning Activities**

     - Testing

     **Mid-year**

     ![Image of the forms page with highlighted mid-year assessment]

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While the ten Competencies stay the same, the Practice Behaviors are unique to student level (BSW, MSW Foundation, MSW Clinical and MSW Macro).

4. Your task with the Learning Contract approval is to ensure you have reviewed all the Learning Activities for all ten competencies, which should be associated with the accompanying Practice Behaviors:

**Competency 1: Identify as a professional social worker and conduct oneself accordingly.**

<table>
<thead>
<tr>
<th>#</th>
<th>Practice Behaviors</th>
<th>Learning Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Maintain a social work identity within clinical settings.</td>
<td>Testing</td>
</tr>
</tbody>
</table>

5. Once you have reviewed the Learning Contract, under the last Competency please scroll to the “Learning Contract Submit Buttons” and look for the “Field Instructor Learning Contract Comments” field:
6. Please enter any comments you have. If you have specific things you would like the student to change, please note that here:

(If you are working on your comments for longer than a few minutes, or if you need to exit and come back, you can hit the “Save Draft” button to save your work.)

Please indicate that you have reviewed the Learning Contract with your student:

<table>
<thead>
<tr>
<th>Field Instructor Learning Contract Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Instructor: Please make comments regarding the learning contract here.</td>
</tr>
</tbody>
</table>

I have reviewed this Learning Contract with my student.
- Yes  No

- I accept this learning contract as written  I am requesting modifications
Please then indicate if you are ready to accept the Learning Contract, or if you are requesting modifications:

<table>
<thead>
<tr>
<th>I have reviewed this Learning Contract with my student.</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Yes  [ ] No</td>
</tr>
</tbody>
</table>

[ ] I accept this learning contract as written  [ ] I am requesting modifications

**Liaison Learning Contract Comments**

7. Once you have completed these fields, click on the “Field Instructor Submit (Learning Contract)” button:

   [ ] I accept this learning contract as written  [ ] I am requesting modifications

   Field Instructor Submit (Learning Contract)

   Learning Contract Comments

If you are requesting modification, please make sure the student is aware of what those modifications are, by either documenting in the comments section or meeting with the student individually. The student will not receive a notice if you request they modify the contract, so you will need to contact them.

Once they have resubmitted the contract, then you can go back into Sonia and change your response to “I accept this learning contract as written”. You can then resubmit the contract, using the same Submit button.

Please work with the student to ensure you have been able to approve this Learning Contract before the due date, so the Liaison can review it in a timely manner!
Evaluations

**You have the option to do the mid-year and the final evaluation on paper and email a scanned copy to the Liaison. The instructions for uploading the paper copy to Sonia will be sent separately.

1. Click on the “Forms” tab:

2. Find the Evaluation you wish to complete and click on the “View” icon:

3. As when you completed your review of the Learning Contract, you will see directions for the Learning Contract and the Evaluations at the top of the page. You will also see a Ratings scale, which is visible above each Competency:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>No Assignment/activity to assess behavior (mid-year evaluation only)</td>
</tr>
<tr>
<td>1</td>
<td>Fails to perform the basic elements of this practice behavior</td>
</tr>
<tr>
<td>2</td>
<td>Inconsistently performs the basic elements of the practice behavior</td>
</tr>
<tr>
<td>3</td>
<td>Dependably implements the basic elements of the practice behavior</td>
</tr>
<tr>
<td>4</td>
<td>Above average performance of the practice behavior</td>
</tr>
<tr>
<td>5</td>
<td>Consistently excels in implementing the practice behavior</td>
</tr>
</tbody>
</table>

Scroll down to “Competency 1” to get started. You will see the Competency and the Practice Behaviors on which you will evaluate the student:
After reviewing the Learning Activities next to each Practice Behavior, consider how you would rate the student’s work on each Practice Behavior based on the Rating Scale provided. When you are ready to select a rating, do so in the box for the Mid-year (fall semester) and Final (spring semester):

**4.** Once you have completed your ratings for each Practice Behavior under the Competency, click on “Submit Ratings” at the bottom of the category:
(If you need to come back to the ratings before you finish them, you can hit “Save Draft” to save your work.)

You will notice that the Competency average calculates automatically once you hit the “Submit Ratings” button:
5. Once you have submitted all of the ratings for all 10 competencies, please scroll to “Mid-year Evaluation Submit buttons” (Fall) or “Final Evaluation Submit buttons” (Spring):

Please enter your comments, including positive feedback and any challenges to be addressed here:

Field Instructor Narrative Summary: Describe the student’s progress over the fall semester in relation to the 10 competencies and related behaviors as outlined in the student’s beginning agreement:

Please enter the total number of Practicum Clock Hours for the Fall semester (Mid-year evaluation) or the full academic year (Final evaluation) and the percentage of Practicum hours in direct practice (BSW/MSW Foundation) or direct client contact (MSW Clinical):
Finally, please provide your grade recommendation for the student:

<table>
<thead>
<tr>
<th>Least</th>
<th>Field Instructor Grade Recommendation:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ S (Satisfactory) ☐ U (Unsatisfactory)</td>
</tr>
</tbody>
</table>

6. Once you have completed all fields, please hit the “Field Instructor Submit Mid-year Evaluation” (Fall) or “Field Instructor Submit Final Evaluation” (Spring):

Mid-year Evaluation Student Comments

I have read the evaluation and have discussed it with my field instructor.

Please ensure the evaluation is completed in enough time for the student to review and make any comments prior to the due date!