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Getting Started

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

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

Welcome to the University of Kansas
School of Social Welfare

Culture: English (United States)
Signing in

Make sure the Role you select is **Student**, then click on “University Sign in”:

You will then be taken to the University sign on page, where you use your online ID and password:

Once correctly entered, this will take you to the Sonia Home Page:
Field Instructor/Field Liaison/Placement information

1. Click on the “Placements” tab:

   ![](image1)

   You have no reminders

2. Click on “Details”:

   ![](image2)

   You have no reminders

   2017-18 KU BSW Students

   2017-18 BSW Students - Lawrence or Edwards campus

   Preferences dates: Closed
   A Test Agency #1 8/21/2017 - 4/20/2018

3. First, you will find the details about your agency here, including address, phone number:

   2017-18 KU BSW Students

   2017-18 BSW Students - Lawrence or Edwards campus

   Area: 
   Expected Duration: 

   A Test Agency #1

   Address: 1545 Ulex Lane | Lawrence KS 66049 United States | Get directions
   Phone 1: 785-864-2366

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

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

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

   You will also see a link for directions from the address KU has listed for you, and a button to do a Google search of your agency:
All other agency information that has been provided to the Field Education Office is also listed on this page, including learning opportunities and requirements of the agency.

4. To view your field instructor and field liaison information, scroll down to the bottom of the page:

<table>
<thead>
<tr>
<th>Site Contacts/Field Instructors:</th>
<th>Field Liaisons:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Instructor</td>
<td>A. Marsh, Jennie</td>
</tr>
<tr>
<td>Aa Test, Test Email: <a href="mailto:jmash1@ku.edu">jmash1@ku.edu</a></td>
<td>Email: <a href="mailto:jmash1@ku.edu">jmash1@ku.edu</a></td>
</tr>
<tr>
<td>Work Phone: 785-864-2365</td>
<td></td>
</tr>
</tbody>
</table>

If you find this information is incorrect, please email fieldeducation@ku.edu with the correct information.
Learning Contract

When completing your learning contract, you should work closely with your field instructor. Make sure you and your field instructor review the contract together, so your field instructor has time to review and approve it before the due date.

1. Click on the “Forms” tab:

2. Your name and ID number, the Liaison’s name, and the Agency name should automatically pull into the form. You will have to enter the Field Instructor’s name and the Preceptor’s name (if you have one):

   MSW Clinical Combined Learning Contract & Evaluations

<table>
<thead>
<tr>
<th>Student Name</th>
<th>KU ID Number</th>
<th>Field Instructor Name</th>
<th>Liaison Name</th>
<th>Preceptor Name (if applicable)</th>
<th>Agency Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Marsh, Jennifer</td>
<td>1234567</td>
<td>Field Instructor Name</td>
<td>Liaison Name</td>
<td>Preceptor Name</td>
<td>Agency Name</td>
</tr>
</tbody>
</table>

   A Test Agency #1
3. The instructions for the Learning Contract & the Evaluations are listed next- please review them. The rating scale (in orange) is for your field instructor’s reference when they rate your work on each practice behavior. Scroll down to “Competency 1”. The items listed in the “Practice Behavior” column are related to each competency, and your learning activities will directly connect to the Practice Behaviors. The Practice Behaviors are unique for each level of student (BSW, MSW Foundation, MSW Clinical, and MSW Macro) so may not match exactly what you see below:

2 = Inconsistently performs the basic elements of the practice.

**Competency 1: Identify as a professional social worker**

<table>
<thead>
<tr>
<th>#</th>
<th>Practice Behaviors</th>
<th>Learning Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Maintain a social work identity within clinical settings.</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Demonstrate the ability to develop clinical relationships with clients that reflect an understanding of both self and other.</td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Demonstrate the ability to develop</td>
<td></td>
</tr>
</tbody>
</table>
4. Next to each Practice Behavior, you will see a box labeled “Learning Activities”:

<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></td>
</tr>
<tr>
<td>1.2</td>
<td>Demonstrate the ability to develop clinical relationships with clients that reflect an understanding of both self</td>
<td></td>
</tr>
</tbody>
</table>

In these boxes throughout the form, you will document the activities related to each Practice Behavior.

5. Saving your work: You can work on the Learning Contract and come back to it throughout the month before you submit it. Below the last Competency/Practice Behaviors, you will see the “Save Draft” button:

You should save your work often, even if you aren’t exiting Sonia. Occasionally, Sonia will log out without you being aware, and you may continue to work. If that happens, you will see this box the next time you log into Sonia- make sure you press “OK” to recover your work:
6. Submitting: Once you have completed your Learning Contract and it’s ready for review, click the “Student Submit (Learning Contract) button. Please notify your Field Instructor that the contract is ready to view:

7. Resubmitting: Your field instructor and/or your field liaison have the option to ask you for edits to the Learning Contract. If that happens, you will be able to go back into the form, make the selected edits, and resubmit using the same “Student Submit (Learning Contract)” button.
Evaluations

At the end of Fall and Spring semesters, your field instructor will complete an evaluation of your work in practicum. You will then need to review and submit the evaluation in Sonia prior to the evaluation due date.

1. Click on “Forms” and click “Edit” next to the Learning Contract & Evaluations form:

2. Your field instructor will rate your work in relation to each Practice Behavior under the 10 competencies. Review the ratings as done by your field instructor in the “Mid-year Ratings” column (Fall) or the “Final Ratings” column (Spring):

<table>
<thead>
<tr>
<th>Mid-year Ratings</th>
<th>Final Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A 1 2 3 4 5</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

3. After reviewing the ratings, scroll to the “Mid-year Evaluation Submit buttons” (Fall) or the “Final Evaluation Submit buttons” (Spring):
4. Review the information under the Field Instructor Comments field (the comments, the number of hours, the percentage of time in direct practice or direct client contact, and the Grade recommendation):

5. Once you have reviewed that information, scroll to the “Mid-year Evaluation Student Comments” (Fall) or “Final Evaluation Student Comments”, located directly below the Field Instructor Comments field:

Please indicate that you have reviewed the evaluation and discussed it the field instructor:

Mid-year Evaluation Student Comments

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

☐ Yes  ☐ No  ☐

Students you may add your comments here:
Finally, please enter any comments you have, including anything you disagree with, in the comments field (your comments will be visible to the Field Instructor and Liaison):

6. Once you have completed your comments, please click “Student Submit Mid-year Evaluation” (Fall) or “Student Submit Final Evaluation” (Spring):
Completing Timesheets

Timesheets should be completed throughout the semester. Field Instructors will approve your timesheets and Liaisons will review them as well. One-half of your hours are due by the end of Fall semester.

1. Click on the “Placements” tab, then click on the “Timesheets” button:

2. Click on “Add new attendance”:
3. Enter Date/Duration (No. of Hours)/Duration Unit (Hours):

4. Enter “Activity”, using the drop down boxes:
   - For Supervision meeting time, select “Supervision Meeting” - your level will be in parentheses (BSW, MSW Foundation, etc). Please note, supervision meeting hours still count as part of your overall practicum hours
   - For all other practicum time, select “Practicum” - your level will be in parentheses (BSW, MSW Foundation, etc).

***Please note, do not double count your supervision meeting time by counting it in your regular practicum hours.

5. Once you have updated your time, click the “Save” button:
6. Just below your timesheet, you will see the “Totals” columns, where you can track how many hours have been approved by the field instructor, how many are remaining, the total you’ve submitted, and the total awaiting approval:

<table>
<thead>
<tr>
<th>Totals</th>
<th>Expected</th>
<th>Approved</th>
<th>Remaining</th>
<th>Total Submitted</th>
<th>Requires Resubmission</th>
<th>Awaiting Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>480.00 Hours</td>
<td>0.00 Hours</td>
<td>480.00 Hours</td>
<td>13.00 Hours</td>
<td>0.00 Hours</td>
<td>13.00 Hours</td>
<td></td>
</tr>
</tbody>
</table>
Uploading Professional Writing Sample

1. Click on the “Documents” tab:

2. Click on “Add New Document”:

3. Click “Browse” to find and select the document on your computer:

   Document:  
   Browse

   Determine who can view and edit this document

   Show to agency  
   Show to field liaison

   Description: 

   Category:  

4. Check the boxes for “Show to agency” and “Show to field liaison”: 
5. Click the down arrow on the Category line and select “Professional Writing Sample”:
6. Click the “Save” button and you are done!