



**School of  
Social Work**

**Arizona State  
University**

# Field Instructor Guide



A quick-start reference to Sonia Online for Field Instructors

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# Introduction

This guide is intended to be provided to **Field Instructors** who are supporting and mentoring students throughout their internships with Arizona State University School of Social Work, using a student placement software named **Sonia**.

The ASU Field Team has customized this page with text and graphics. Be advised that some Sonia features may not be available using a tablet or phone. In this reference guide, Field Instructors will learn how to gain access to and navigate Sonia, student documentation, and agency details.

Field Instructors, students and Field Liaisons are responsible for reporting technical issues to the Field Education Office. If you are unable to submit or save forms, experience an error screen or lose access to the Sonia system, **please do not contact the ASU help desk**. Sonia is a third-party software and all issues must be reported to the Field Office at [SSWfield@asu.edu](mailto:SSWfield@asu.edu).

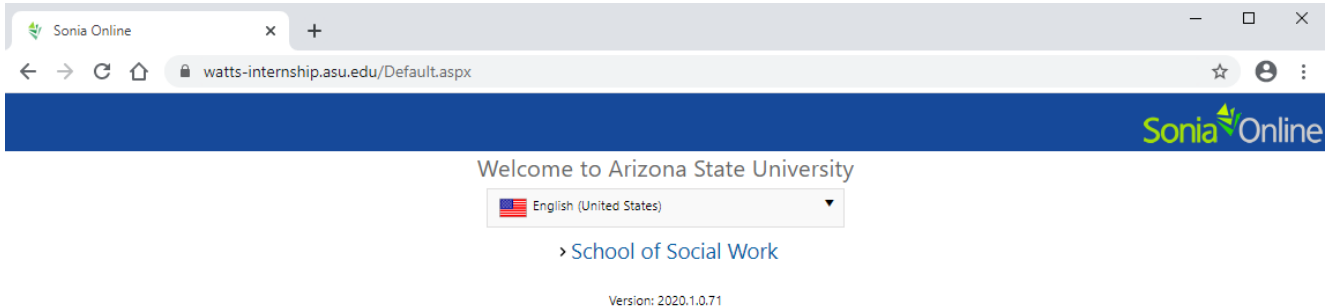
# Accessing Sonia

To access Sonia, you will need a web (internet) browser (Chrome and Firefox work best, do not use Internet Explorer) and internet access.

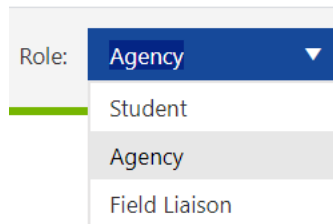
Go to the website <https://watts-internship.asu.edu/>

## Signing Into Sonia

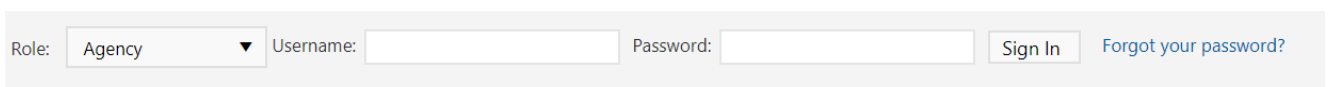
Select your language and then click on > School of Social Work



You will be directed to the Home Page, Ensure the 'Role' is set to 'Agency'



Your username and password instructions will be provided by the Field Team

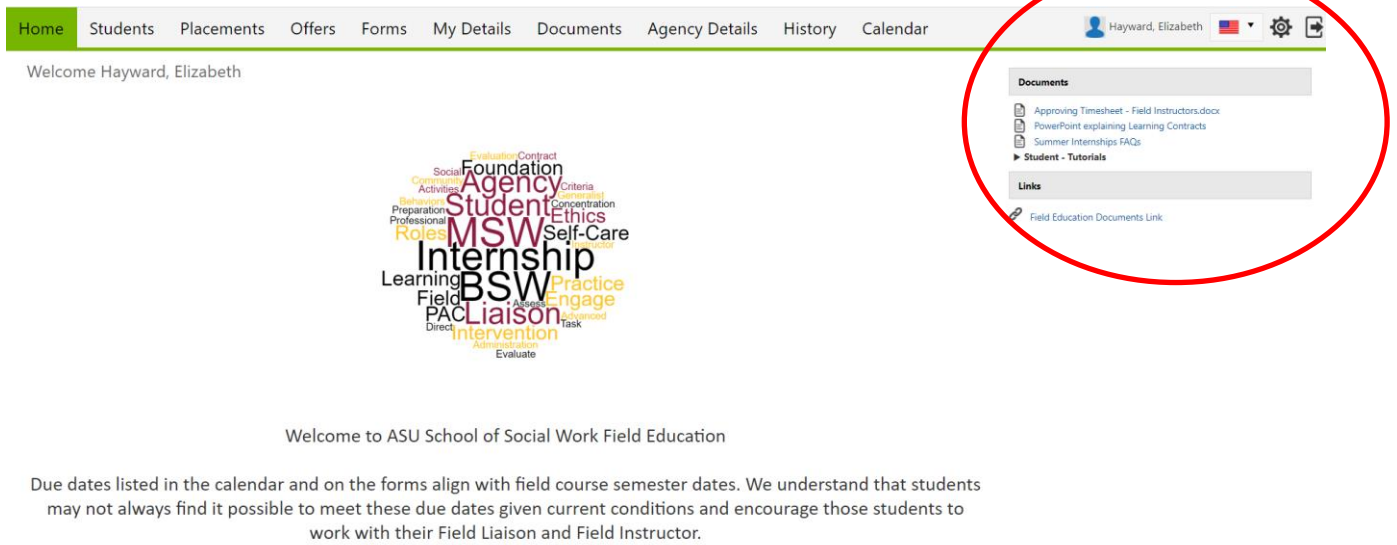


If you have login trouble, contact the Field Team.


**\*Be sure to bookmark <https://watts-internship.asu.edu/> as you will return to it often.**

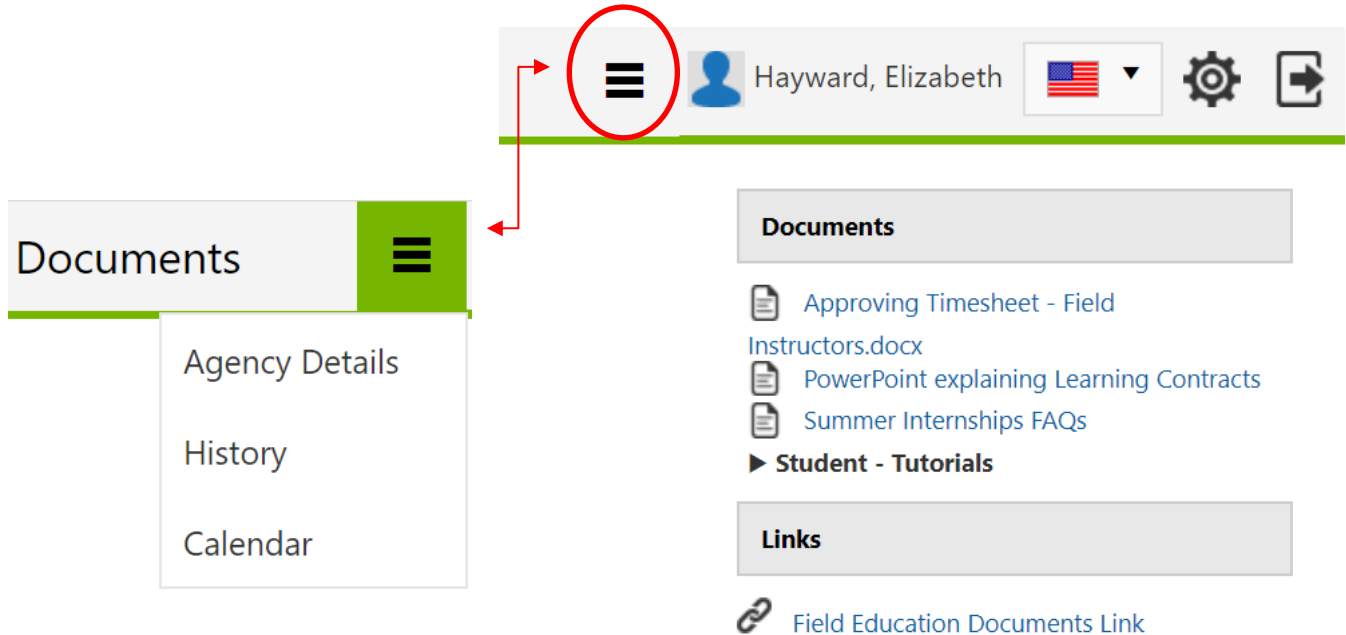
## Sonia Home Page

Once logged in, you should see the Home screen below.





The right corner of the home page will show you documents, tutorials, and links provided by the field team.

If you see three horizontal lines  next to your name, this means that your screen is not wide enough to accommodate all of the tabs. Be sure to click this to see additional menu items.



You will also find resources provided by the Field Education Office on the home page under documents and links.

You can sign out of Sonia by clicking the log out  symbol.

The cog  symbol is your Settings where you can do the following:

- Select a culture in which to view Sonia Online (This changes the language as well as other cultural differences; however, the forms will remain in English.)
- Opt to take advantage of the accessibility features if you use a screen reader. To do this, click the “Enhanced accessibility” box.
- Change/upload a picture of yourself

## Account Settings

**General**

 English (United States) ▼

Enhanced accessibility:

Change profile picture:

**Change your password**

Please enter your current and new password and then press Save.

- Minimum length: 8

Current password:

New password:

Confirm new password:

**\*Some features may not be available is viewing on a tablet or cell phone.**

# Updating Agency Profile

By Selecting the **Agency Details Tab**, you should see the screen below.

The screenshot shows a navigation bar with tabs: Home, Students, Placements, Offers, Forms, My Details, Documents, **Agency Details** (highlighted in green), History, and Calendar. Below the navigation bar is a form with a home icon, a label 'Agency/Subsite:', a dropdown menu showing '\*Online Field Agency', and a 'Submit' button.

The Agency Details screen will show you the current contact information for the selected agency. If you are a Field Instructor for several sites, use the drop down to select the correct agency and click submit.

The screenshot shows the 'Agency Details' form for '\*Online Field Agency'. The 'General details' tab is selected. The form includes fields for Name, Has Housing, Phone 1, Phone 2, Fax, Online Email, and Online Alternate Email. A 'Save' button is at the bottom left. A status message indicates the form was updated by Teriya Burgess on 3/24/2021 10:11:04 AM.

General details will show:

- Name of agency
- Phone number and address of agency according to the Affiliation Agreement
- Email of the **Primary Contact**
- Internship description

The Primary Contact is the person who will receive communication calling for interns; the Primary Contact must be a Field Instructor. Please have the Primary Contact review the information in the **Agency Details Tab** to make sure students have the correct primary contact information for the agency.

The screenshot shows the 'Other' section of the form, specifically the 'Internship Description' field. It contains a text area with the following text: 'Demonstration agency used for explaining information and searches for students and Field Instructors. Example: Inquiries should be sent to notarealagency@asu.edu; State if you are a BSW or MSW. If MSW, state whether Foundation or Concentration, attached your resume and cover letter. Student will be clicking through agencies in Sonia, reaching out to agencies to inquire about internship opportunities.' A 'Save' button is at the bottom left.

This information in the internship description will be searchable by students through the agency search function. Please have the Primary Contact review this internship description and update it as necessary.

The screenshot shows the navigation bar with tabs: General details, **Attributes** (circled in red), Notes, Documents And Links, Associated Users, Appointments, and Introduction Text.

The Attributes will show:

- Agency's Academic Level Request
- Any Descriptors
- Agency Mission Focus or populations served

Agency/Subsite: \*Test Agency

\*Test Agency General details Attributes

+ Add new academic level

Academic Level

BSW

MSW Foundation

+ Add new descriptor

Descriptor

Regular Weekend Hours Available


+ Add new focus

Focus

Crisis Services

Click the plus **+** icon for each of the attributes, a drop-down menu will appear and give options. Select your applicable option and click **save**. Once you refresh this page, your attributes should appear. Students will be able to see all attributes selected on your agency's main page.

By selecting the **My Details** tab, you should see the screen below.

Home Students Placements Offers Forms **My Details** Documents 

Contact details

Work phone:  Home phone:  Cell phone:


Email:  Alternate email:

Updated by elizabeth.hayward on 6/18/2020 11:45:19 AM

The Details screen is used to display additional information about you. Any information already on this page is what the University has on file for you; please update/edit this information and/or fill in some of the blanks. Enter and update your primary phone number, work email and an emergency contact number. **Don't forget to save.**

## How to Request Students


By selecting the **Placements Tab**, you should see the screen below.

Home Students **Placements** Offers Forms My Details Documents 



2020 Summer - 2020 Fall Test		Details	Timesheets
<b>Online Field Agency  </b>			
<b>Days:</b> Monday, Tuesday, Wednesday, Thursday, Friday			
School of Social Work			
<b>Dates:</b>	Friday, May 15, 2020 - Thursday, December 31, 2020		
<b>Requested:</b>	2		
2 allocated out of 2 confirmed			

You will be able to view a snapshot of the date range students are expected to work, the number of requests for interns and the number of students who have been confirmed for placement with your agency.

Selecting details  will direct you to more information about your students placed for the indicated agency and timeframe.

**Timesheets are not active and functioning, please do not enter any information in timesheets; time should be entered and calculated in the required Weekly Supervision Forms. Students will be notified if and when timesheets become active and can be used.**

### *Completing a Request for Interns*

The Field Education Office will send a request communication to the Field Instructor listed as the primary contact. Primary contact Field Instructors must request the number of interns for each placement group (ie. 2020 Fall- 2021 Spring BSW, 2021 Spring – Summer 2021 MSW).

2020 Fall - 2021 Spring BSW		Details
<b>*Test Agency  </b>		
School of Social Work		
<b>Dates:</b>	Thursday, August 20, 2020 - Friday, April 30, 2021	
<b>Requested:</b>	0	
<b>Confirm:</b>	<input type="text" value="0"/>	
<b>Comment:</b>	<input type="text" value="Schedule is 2 days a week and one weekend day a month."/>	
<input type="button" value="Confirm"/> <input type="button" value="Reject"/>		
0 allocated out of confirmed		

Enter the number in the confirm box (circled); please note, this number should cover all sites if your agency has more than one location. Please also add to the comments section, this information can assist in vetting students.

2020 Fall - 2021 Spring BSW Details

**\*Test Agency |**

School of Social Work

**Dates:** Thursday, August 20, 2020 - Friday, April 30, 2021

**Requested:** 0

**Confirm:**

**Comment:**

0 allocated out of confirmed

Don't forget to **confirm** the placement request when you are done. Students will be able to see how many interns you have requested as well as any comments when they search for agencies and view your agency's profile.

## Viewing Student Forms

By selecting the Students tab, you should see the screen below.

Home **Students** Placements Offers Forms My Details Documents ☰

Students Timesheets

Current Students Field Liaison Assignments View

Hide placements before

Save Layout Clear Layout

	First Name	Last Name	Agency	Date ▲	School	Shift	Area	Academic Program	Field Liaisons	Field Instructors	Positions	
	First N	Last N	Ag		School	Shift	Area	Academic				
<input type="checkbox"/>	Student	*Test	*Test Agency	5/15/2020 - 8/10/2020	School of Social Work		MSW Foundation	Master of Social Work	<input type="checkbox"/> Sparky Liaison	<input type="checkbox"/> Elizabeth Hayward		<input type="button" value="View"/>

You will find a list of your students and view student information by clicking on the  button.

In **VIEW** you'll find:

- ❖ Students assigned Field Specialist(s) and Field Liaison(s)
- ❖ Students required preparation for practice completion date
- ❖ Student program affiliation or specialization
- ❖ Status of work variance request (if applicable)

In **VIEW** you will have access to:

- ❖ A quick glance of the student's hours and grade
- ❖ An area to upload documents and links
- ❖ A view of agency details and a section for recording notes

**Students:**

**\*Test, Student**

**Field Specialist** Elizabeth Hayward, Elizabeth.Hayward@asu.edu, 602-496-1289

**Student Current Resume**  
Student Current Resume

Date Completed Preparation for Practice  
2/6/2020

Program Affiliation:  
 AmeriCorps  
 Child Welfare Education Project (CWEP)  
 None

Work Variance Status  
 None  
 Intent to Request  
 Submitted/Pending Review  
 Revisions Needed  
 Denied  
 Approved  
 Already Utilized/Ineligible

**Field Liaisons:**

Hayward, Elizabeth

Peters, Cynthia

Liaison, Sparky

Student	Duration	Grade	
*Test, Student	0.00		Selected

## Opening Forms

Forms will auto populate for each student; you will be able to view each form by clicking on the document icon.

Form Name	Category	Placement group	Agency	First Name	Last Name	Date Updated	Due Date	Completed (Mine)	Completed (All)	
MSW Foundation Learning Contract and Evaluation		2020 Summer - 2020 Fall Test	Online Field Agency	Ethan	Stinson	7/23/2020 1:59 PM		1 of 3	3 of 9	
Request for Grade of Incomplete Form Field		2020 Summer - 2020 Fall Test	*Test Agency	Student	*Test	7/8/2020 2:51 PM		0 of 1	0 of 4	

## Filling out Forms

Make sure you have properly selected the text field before beginning to write. Clicking on a text box will show a bold outline, however you CAN NOT edit.

<b>Street Address:</b>	411 N. Central, Suite 800		
------------------------	---------------------------	--	--

The text box you wish to edit MUST have an edit symbol. The edit symbol may also be accompanied by a red asterisk, this indicates that this text box must be filled before a form can be submitted.

<b>Field Instructor Name:</b>	Elizabeth Hayward  *	<b>Task Instructor Name:</b>	Helper  *
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## Saving & Submitting Forms

Forms will remain edible until you submit and instructions will be available in the body of each form.

- ❖ You can save a draft as you work on the form.
- ❖ Once completed, submit the form.

- ❖ After submitting, there will be a timestamp that reads 'Actioned' confirming your submission.

Save Draft    Field Instructor Second Semester Evaluation Submit

**Field Instructor:** Click the "Field Instructor Learning Contract Submit" button below to send this form to the student's Field Liaison for review/approval. By clicking submit, you are agreeing to the Practice Behaviors, Learning Activities to Evaluate Student's Mastery of EPAS, and the Target Dates.

Actioned by Hayward, Elizabeth on 7/23/2020 1:59:32 PM

**REMEMBER: Timesheets are not active and functioning, please do not enter any information in timesheets; time should be entered and calculated in the required Weekly Supervision Forms. Students will be notified if and when timesheets become active and can be used.**

### Assigned Forms

Assigned forms will be auto-populated and may not be available in the add function; a list of required assigned forms are as follows:

- ❖ Student Responsibilities
- ❖ Weekly Supervision Form 1 (Weekly Supervision Form 2 will load after submitting Form 1)
- ❖ Learning Contract & Evaluation
- ❖ Mid-Semester Reports

## Viewing all Field Education Emails/Notifications

All communications sent from the Field Office can be found in the **Documents Tab**, double click to open. The Field Team will have access to these documents as well as the Field Liaison.

Home    Students    Placements    Offers    Forms    My Details    **Documents**    Agency Details

**Documents** +

- Email - ASU School of Social Work -- Field Instructor Certification Training
- Email - ASU School of Social Work -- Field Instructor Certification Training
- Email - ASU School of Social Work -- Field Instructor Certification Training
- Email - Field Up Front-- Issue 12
- Email - Field Up Front -- Issue 14
- Email - Field Up Front-- Issue 13
- Email - Invitation to Field Placement Discussion: Learning Contract and Sonia Support
- Email - Mid-Semester Performance Report available in Sonia from Arizoan State University - Due October 9th
- Email - Mid-Semester Report Available in Sonia

### To Add a New Document

You may add documents on this screen. Click on the plus **+** symbol and a New Document section will appear.

**Documents** +

- Email - ASU School of Social Work -- Field Instructor Certification Training
- Email - Mid-Semester Report Available in Sonia
- Email - Mid-Semester Report Available in Sonia
- Email - Mid-Semester Report Available in Sonia
- Email - Mid-Semester Report Available in Sonia

## New Document

Document:

Determine who can view and edit this document

Show to field liaison  Show to Allocated Student  Show to Unallocated Student

Description:

Category:


### To Add a link

You may add **links** to this screen. This might be professional networking sites and/or useful resources you would may need to reference in the future. To add a new link, click on the plus symbol and a New Link section will appear.

Links



## New Link

 Please enter an Address complete with prefix, e.g. <http://www.planetsoftware.com.au>.

Link:

Determine who can view and edit this document

Show to field liaison  Show to Allocated Student  Show to Unallocated Student

Description:

### Using the Offers Tab

We are not using this function at the moment; if this changes, Field Instructors will be informed.

Home

Students

Placements

Offers

Forms

My Details

Documents



From



To



Hide past offers

No data

## Using the History Tab

The History screen lists the placements in which you have participated in the past. Placements will only appear in your history once the Field Team has marked the placement as completed.

Home Students Placements Offers Forms My Details Documents Agency Details **History** Calendar

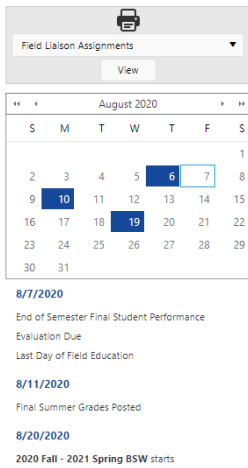
From:  To:  View

Show position detail  Include active Placements  Sort by:

No data

### Location of Mini Calendar

A mini calendar is located on the Placements tab and shows a snapshot of the current month with important dates highlighted. You can view the full calendar by clicking on a date.



### Location of Field Liaison Students

Above the mini calendar is a view button for 'Field Liaison Assignments'. If you are also a field liaison, pending assignments and your liaison student list will be available by clicking on the view button.

## Using the Calendar Tab

The calendar can be found in the **Calendar Tab**, it is maintained by the Field Team to mark important dates. Events pertaining to you can be exported to your Google calendar and edited.

Home Students Placements Offers Forms My Details Documents Agency Details History **Calendar** Hayward, Elizabeth

View Calendar View List Export to my calendar

Academic event Interview Public holiday

Subject	Name	Location	Description	Status	Start time	Start time (Local)
Holiday Break			Holiday Break- University Closed	Confirmed	12/24/2021 12:00 AM (UTC-07:00) Arizona	12/24/2021 12:00 AM
Last Day of Field Education & Class Instruction Field Student Performance Evaluations- DUE			Last Day of Field Education & Class Instruction Field Student Performance Evaluations- DUE	Confirmed	12/9/2021 12:00 AM (UTC-07:00) Arizona	12/9/2021 12:00 AM

The calendar events can be viewed both in a View List format (above) and Full Calendar view (below). Both views show the event name, a description of the event, and the dates/times of the event.

Export to my calendar

Calendar events can be exported to your Outlook Calendar by selecting Outlook when clicking the Export my calendar button.

[View Calendar](#) [View List](#)

■ Academic event ■ Interview ■ Public holiday

[Export to my calendar](#)

Aug, 2020							Day	Week	Month
Mon	Tue	Wed	Thu	Fri	Sat	Sun			
27	28	29	30	31	1 Aug	2			
3	4	5	6	7	8	9			
				<div style="background-color: blue; color: white; padding: 2px;">Last Day of Field Education</div> <div style="background-color: blue; color: white; padding: 2px;">End of Semester Final Student Performance Evaluation Due</div>					
10	11	12	13	14	15	16			
	<div style="background-color: blue; color: white; padding: 2px;">Final Summer Grades Posted</div>								
17	18	19	20	21	22	23			

# Sonia Troubleshooting

## Can't see past forms

- Confirm you have all 'hide' functions unchecked
- Confirm you have access to edit forms in the Agency Details tab

## Slow connection

- If the form allows you, save then try refreshing the page
- Log out of Sonia and log back in, try to save again
- Check your internet connection

## Unable to log in to Sonia

- Check that your browser is Chrome or Firefox
- Confirm that the Field Office has sent you your log in information
- Double check you've entered your log in information correctly

## Not able to edit (a form)

- If the form has already been submitted, you will need to request access, email [sswfield@asu.edu](mailto:sswfield@asu.edu)
- Refresh or sign out and in again after saving

## Not able to edit (text box)

- If you don't see an edit symbol, you may not have access to this function
- Confirm that the section you are working on hasn't already been submitted
- If you see a cursor but still aren't able to write in a selected field, check that the number button on your keyboard is off
- Save a draft and refresh

## Progress didn't save

- To avoid losing progress, save a draft of the form you are working on frequently
- Confirm that you've successfully saved after each save; wait for saves to take (greyed out save), screen refreshed back to original document without saving and/or submitting
- After saving refresh the page

## Draft doesn't allow you to submit

- Review the form to confirm that all sections that require you to submit are complete
- Confirm that all text boxes with an asterisk are filled
- Confirm that any submitted section has a timestamp with your name and the time you submitted
- Save your work and refresh the page

## Form was submitted but needs edits

- Email [sswfield@asu.edu](mailto:sswfield@asu.edu) to request access – state exactly what form needs editing and who needs access

## Student submitted but you received no notification

- Email [sswfield@asu.edu](mailto:sswfield@asu.edu) to request we check your notification settings

## Student says timesheets not working

- Timesheets are not active and functioning, please do not enter any information in timesheets
- Time should be entered and calculated in the required Weekly Supervision Forms
- Students will be notified if and when timesheets become active and can be used