Student Guide

A quick-start reference to Sonia Online for Students
## Contents

Student Guide .......................................................................................................................... 1

A quick-start reference to Sonia Online for Students ................................................................. 1

Introduction ............................................................................................................................... 3

Accessing Sonia .......................................................................................................................... 4

Signing Into Sonia ..................................................................................................................... 4

Sonia Home Page ...................................................................................................................... 5

Placements Tab .......................................................................................................................... 6

Currently in Placement ............................................................................................................ 6

Searching for Placement ......................................................................................................... 6

Searching for Agencies ........................................................................................................... 6

Add, Edit & Delete an Agency in Preferences ........................................................................... 7

Forms Tab ................................................................................................................................. 8

Assigned Forms ..................................................................................................................... 9

How to Submit Student Responsibilities ................................................................................ 9

How to Submit Weekly Supervision Forms ............................................................................. 10

How to Submit the Learning Contract & Evaluation Forms ................................................. 11

How to Submit the Mid-Semester Reports ............................................................................. 11

My Details Tab ....................................................................................................................... 12

History Tab .............................................................................................................................. 12

Documents Tab ....................................................................................................................... 12

Agencies Tab ........................................................................................................................... 13

Calendar Tab ......................................................................................................................... 14

Sonia Troubleshooting ............................................................................................................ 15
Introduction

This guide is intended to be provided to students who are identifying and completing 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, students will learn how to gain access to and navigate Sonia, student documentation, and searching agencies.

Students, Field instructors, 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.
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 ‘Student’ and select “University Sign In”

Once you do this, you will be directed to enter your ASU login credentials. This is the same information you use to access your myASU account.

If you continue to 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.

1. 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.

2. You can sign out of Sonia by clicking the exit door on the right side of the screen.

3. The cog wheel 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
   - Download the Sonia for Students mobile app, follow the instructions here for how to get it on your mobile device.

4. You can see your assigned Field Specialist and their contact information.
Placements Tab

This screen shows the placement group (the semester and year) of your internship and the agency you are confirmed.

Currently in Placement

If currently in placement you will have two options to view: details and timesheets.

The details of your internship including agency address, internship description, field instructor and field liaison with contact information.

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.

Searching for Placement

If searching for a placement you will have two options to view: details and preferences.

1) This section will only show your anticipated weekly hours and your current degree, ie. BSW or MSW.
2) Preferences is where you will search for placements, view agency placement details, and select placement preferences.
When you click on placement, you are directed to agency search and preferences located in the Agencies tab. Use distance to ascertain how far away an agency is located from the home address on your MyASU account.

You can view agency details by identifying the agency (circled blue) and selecting the arrow (red box) to show the internship description (highlighted).

**Add, Edit & Delete an Agency in Preferences**

To add an agency to your preferences, click on the select button and it will automatically add to your preferences.
Each time an agency is selected, it will add to your preferences. To delete an agency from your preferences, click on the trashcan icon. To change the order of the agencies in your preferences, use the up and down button.

Make sure to SAVE.

**Forms Tab**

If there is a form available to request, you can select the drop-down button to select an option. Once your option has been selected, click add.

A new form will be created, at this point the form is empty, ready to be filled out and has not been submitted for review.

1. This will confirm that you have created a new form based on your selection from the drop-down menu.
2. Delete forms.
3. Edit forms to fill in the form and submit the form.
4. You can save a draft as you work on the form.
5. Once completed, submit the form.

**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

**Form Definitions:**

- **Placement Group:** Current academic year
- **Placement:** Confirmed agency
- **Date Added:** Date required form was auto-populated
- **Date Updated:** Date form was last edited and saved
- **Due Date:** Date form is due
- **Completed (Mine):** Indicates outstanding or complete forms for you
- **Completed (All):** Indicates outstanding or complete forms for all parties

If you see this icon displayed on any of your forms, it means the form has past its due date and has not been submitted by all parties required.

**How to Submit Student Responsibilities**

Click the edit button

Form will open, you will see the title of the form

**FIELD EDUCATION STUDENT RESPONSIBILITIES**

Instructions:
Please read the instructions carefully and indicate awareness of responsibilities with a check for each item. After you complete the form and acknowledge responsibilities, select submit.

Once you have submitted the form, your Field Instructor will review and confirm understanding by selecting submit.
How to Submit Weekly Supervision Forms

Click the edit button.

Form will open, you will see the title of the form.

Click on the edit icon to enter data, remember that a form can not be submitted until all items showing a red asterisk have been filled.

When selecting your start and end dates for the week of your supervision, you can click on the calendar icon to pull up an imbedded calendar and choose a date.

Here is where you will record your internship hours:

- **Hours at Internship this Week**
  
- **Total Hours at Internship this Semester**

**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.

**Instructions:**
Indicate Supervision Type and Supervision Format
Complete the required narrative sections indicate topic discussed during supervision with a check for each item.
After you complete the form and acknowledge responsibilities, select submit.

Once you have submitted the form, your Field Instructor will review and confirm understanding by selecting submit.
**How to Submit the Learning Contract & Evaluation Forms**

Click the edit button

Form will open, you will see the title of the form

Instructions:
There will be 3 sections with 9 submit buttons:
- 3 Student submit buttons
- 3 Field Instructor submit buttons
- 3 Field Liaison submit buttons

To complete the entire Learning Contract and Evaluation form, each section will be “opened” as the internship progresses.

The first section is your **Learning Contract**, the next section is the **First Semester Evaluation**, and the final section is for the **Second Semester Evaluation** (see Fall / Spring Field Calendars for due dates).

It is imperative that the form is completed IN ORDER and all parties follow their specific directions below to avoid errors and delays in submissions.

**How to Submit the Mid-Semester Reports**

Click on the edit button

Form will open, you will see the title of the form

Instructions:
1. The Field Instructor enters the information on student progress for the current semester in this form. This includes checking the areas that apply, indicating if student is on track and comments.
2. Once the Field Instructor has completed their part of the form, they will select submit.
3. Once submitted, the student will review, enter comments and submit for final review and completion by the Field Liaison.
My Details Tab

The My 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.

1. Enter emergency contact details: students are required to have an emergency contact in case an emergency occurs during their internship.
2. Upload current resume: students are required to upload their current resume.

Students can also find their preparation for practice date, program affiliation, and work variance status (if applicable).

History Tab

This page 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.

Documents Tab

Students can find field documents on this tab, such as resume/CV or pdf versions of learning contracts/evaluations and other field documents. The Field Team will have access to these documents, and you can note whether or not students and sites can view them.

Your field liaison may add links to this page. This might be professional networking sites and/or useful resources you would may need to reference in the future.
Agencies Tab

The Agencies tab lists active partners with the School of Social Work. You can filter these sites by selecting the filter bar. Click on the bar to expand the filter options.
Calendar Tab

This calendar is maintained by the Field Team to mark important dates. Events pertaining to you can be exported to your Outlook calendar and edited.
Sonia Troubleshooting

Can’t see past forms
- Confirm you have all ‘hide’ functions unchecked
- Confirm a form hasn’t been deleted

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
- 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
- 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 you need to edit
- Reach out to your Field Instructor and field liaison requesting access after submission

Field Instructor submitted but now needs to edit
- Find your Field Liaison in the Placements tab under details
- Reach out to your Field Liaison requesting access for Field Instructor after submission

Student or Field Instructor 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.