



**School of  
Social Work**

**Arizona State  
University**

## **Student Guide**



A reference to Sonia Online for Students

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# 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 **Sonia** student placement software.

The ASU Field/Practicum Team has customized this guide 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/Practicum Instructors, and Field/Practicum Liaisons are responsible for reporting technical issues to the Field/Practicum 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/Practicum Office at [SSWfield@asu.edu](mailto:SSWfield@asu.edu).

## Accessing Sonia

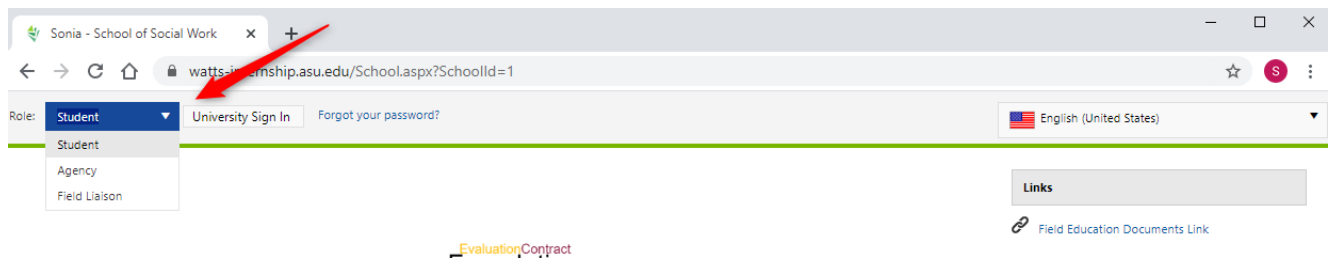
To access Sonia, you will need a web (internet) browser (Chrome and Firefox work best, do not use Internet Explorer) and internet access.

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

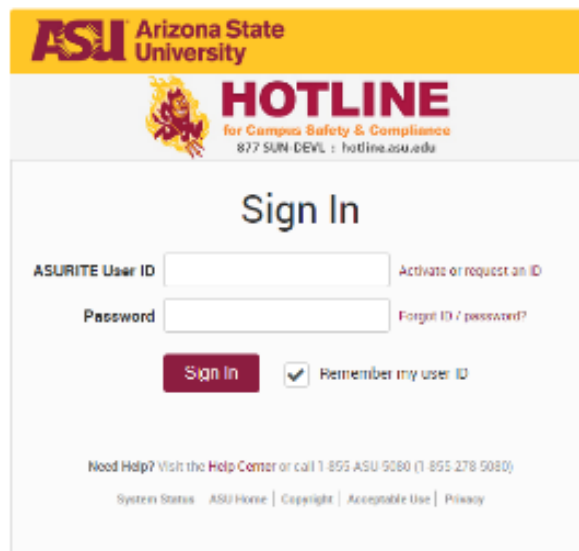
### ***Signing Into Sonia***

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.

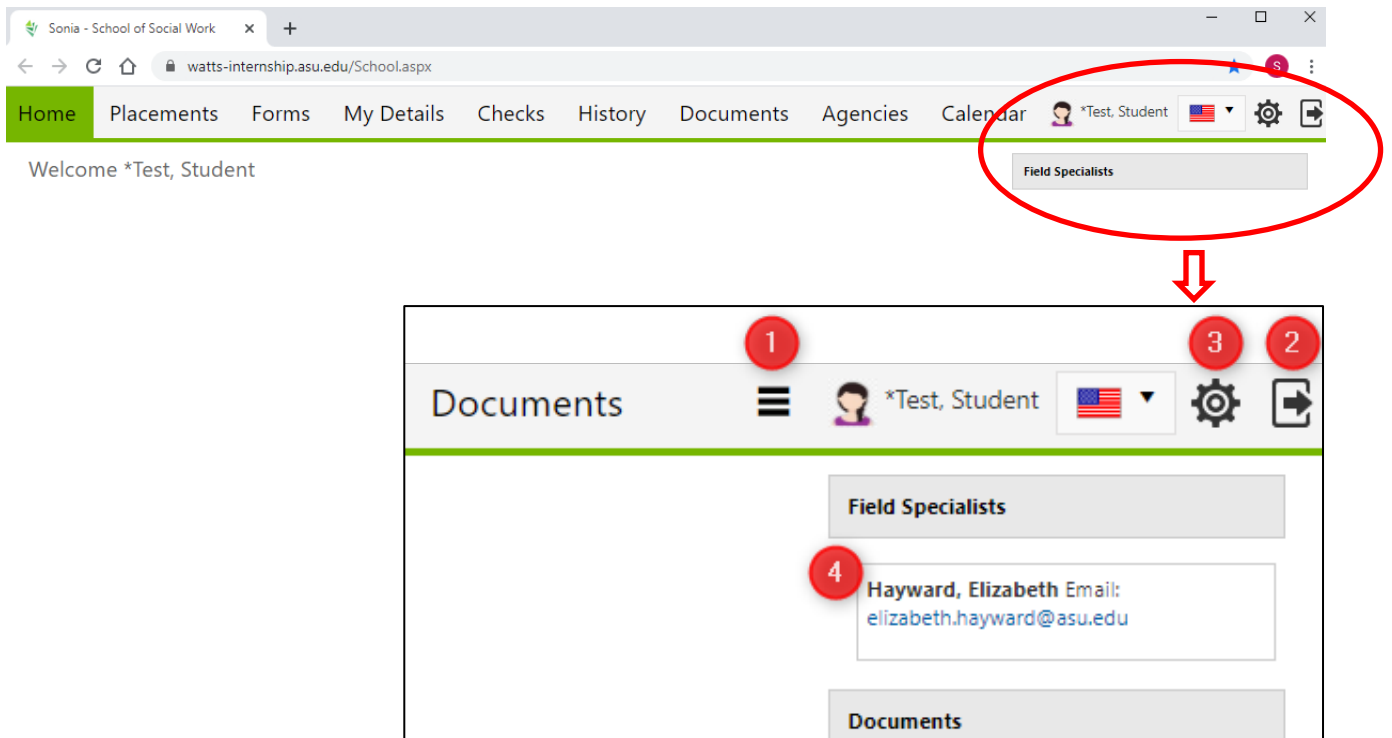





If you continue to have login trouble, contact the Field/Practicum Team.

**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 Tab** 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 cogwheel  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/Practicum Specialist and their contact information.

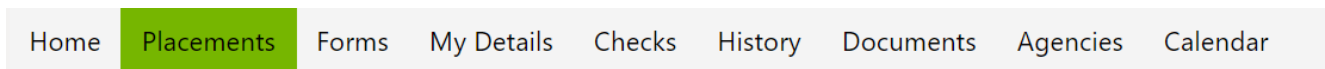
## Account Settings

The screenshot shows the 'Account Settings' page. The 'General' section includes a language dropdown set to 'English (United States)', an 'Enhanced accessibility' checkbox, and a 'Change profile picture' section with a 'Browse' button and 'Upload'/'Delete' buttons. The 'Connect the Sonia for Students Mobile App' section features a QR code, a list of instructions (download, open, enter passcode), and buttons for the App Store and Google Play. A 'Generate QR Code' button is at the bottom, and a timer indicates the QR code expires in 9 minutes.

## How to Search Agencies

To check if you are registered for a field/practicum course, review your MyASU course schedule and/or contact Academic Advising at [mswadvising@asu.edu](mailto:mwadvising@asu.edu)

Students are added to a placement group when they are registered for a Field/Practicum Course. 540 students will not initially have this option. This placement group allows students to search for agencies in the **Placements Tab**.

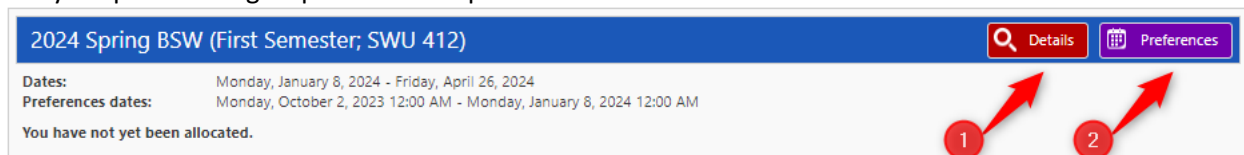


If you are registered for a field/practicum course, reach out to your Specialist at [sswfield@asu.edu](mailto:sswfield@asu.edu) to ascertain when you will be added to a placement group.

The **Placements Tab** shows the placement group (the semester and year) of your internship and the agency you are confirmed; if you are not confirmed for placement you will see a note that states 'You have not yet been allocated.'

### *Searching for Agencies in Placements through the Preferences Button*

When searching for internship opportunities through the **Placements Tab**, you will have two options to click on within your placement group: details and preferences.

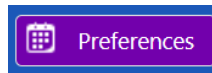


1) Details will show:

- Hours needed for the semester
- Current academic level
- Once you have been confirmed in placement and allocated in a placement you will also see
  - Agency information
  - Field/Practicum Instructor and Field/Practicum Liaison contact information

- 2) Preferences is where you:
- search for internship opportunities
  - view agency contact information and internship description
  - use the GIS Distance function
  - use the Places function
  - save select placement preferences


### The Preferences Button




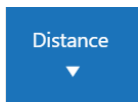
Having access to the Preferences button in the **Placements Tab** will give you access to search functions in Sonia, you will not have access if:

- You are currently on a Leave of Absence
- Are not registered for a Field/Practicum course or SWG 540
- Are not yet eligible to register for a Field/Practicum course

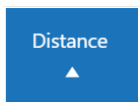
### *To Use the GIS Distance and Places Functions*

Click the **Distance button**  to sort agencies by your home address (address information is from the ASU directory, to update your address in Sonia, please contact your Specialist).

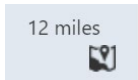
	Name	Dates	Places	Distance	
▶	Northwest Valley Connect <span style="float: right;">i</span>	1/11/2021 - 8/6/2021	1	12 miles 	+ Select



Clicking on the Distance button will sort the distances automatically from closest to farthest and a small arrow will appear.



Clicking on the Distance button a second time will sort the distances automatically from farthest to closest and the arrow will change direction.




The miles listed are NOT driving distance, they are calculated based on the shortest path to get from point A to point B. This means you will still need to search in Google Maps to find the exact miles.


You can do this by clicking on the mini map symbol, this will open Google Maps and show you the driving route.



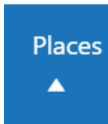
*For example:* The number of miles shown for Northwest Valley Connect is 12 miles, however, when you click on the mini-map, it shows that driving miles are 15.6 miles.

**If you are unable to find an agency close enough to your location or are unable to commute, please reach out to your Specialist to discuss searching and creating new affiliations with agencies in your area.**

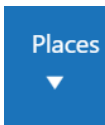
	Name	Dates	Places	Distance	
▶	Northwest Valley Connect 	1/11/2021 - 8/6/2021	1	12 miles 	+ Select

The **Places button**  shows you how many students an agency is recruiting for. This column automatically sorts when you sort the Distance button.



To sort the places button independently:



Click on the Places button once to sort from least to most (starting at 1).



Clicking the Places button a second time will sort most to least.

	Name	Dates	Places	Distance	
▶	ASU - Watts College of Public Service & Community Solutions - Human Services Campus (ASU - Watts College of Public Service & Community Solutions) 	1/11/2021 - 8/6/2021	6	16 miles 	+ Select

*For example:* Northwest Valley Connect is sorted by Distance so it shows the closest agency to your location. However, the Places button was sorted most to least, to show agencies who have indicated they are recruiting for several interns. ASU – Human Services Campus is further from my location but it recruiting for more students.

You may come across an agency that does not have a listed number in the Places column, what does this mean?

- The agency may not have updated its request for interns.
- The agency may not know how many students they are able to take.
- The agency may not be recruiting students at this time.

	Name 	Dates	Places	Distance	
▶	*Online Field Agency 	5/17/2021 - 8/6/2021		629 miles 	+ Select

**Having nothing in the Places column for an agency does not automatically mean an agency is not taking interns.**



## To Research and Contact Agencies

Once you've found an agency you would like to reach out to, click the arrow next to the agency name.

	Name ▲		Dates	Places	Distance	
▶	*Online Field Agency	i	5/17/2021 - 8/6/2021		629 miles	+ Select

The contact information for the agency will drop down. If the agency already has a vetted Field Instructor assigned, you may see the Field Instructor's name and email address; make sure to read the Internship Description for any application instructions before sending an email to the contact.

Internship Description

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.

Agencies can select any preferences, requirements, or availabilities under Attributes.

### Attributes

Focus: Workforce Development

Descriptors: Regular Evening Hours Available, Spanish/Other Language Preferred

### Add, Edit & Delete Top Agency Picks in Selected Preferences

	Name ▲		Dates	Places	Distance	
▶	*Online Field Agency	i	5/17/2021 - 8/6/2021		629 miles	+ Select

To add an agency to your preferences, click on the Select button and it will automatically add to your preferences. **\*Selecting agencies and adding them to preferences, does not alert the agency of your interest or the Field/Practicum Office of your intent to apply.**

2020 Fall - 2021 Spring BSW

Details Preferences Timesheets

	Name ▲		Dates	Places	Distance	
▶	*Test Agency	i	8/20/2020 - 4/30/2021		0 miles	+ Select
▶	180 Turning Lives Around, Inc.	i	8/20/2020 - 4/30/2021		2134 miles	Selected
▶	4Kids of South Florida	i	8/20/2020 - 4/30/2021		1972 miles	+ Select
▶	A Better Way Domestic Violence Shelter	i	8/20/2020 - 4/30/2021		308 miles	+ Select
▶	A Caring Alternative	i	8/20/2020 - 4/30/2021		1731 miles	+ Select
▶	A New Awakening	i	8/20/2020 - 4/30/2021		332 miles	+ Select
▶	A New Beginning Foster Family Agency	i	8/20/2020 - 4/30/2021		308 miles	+ Select
▶	A New Leaf - Autumn House	i	8/20/2020 - 4/30/2021		16 miles	+ Select
▶	A New Leaf - Community Behavioral Health Services	i	8/20/2020 - 4/30/2021		16 miles	+ Select
▶	A New Leaf (formerly Prehab of Arizona, Inc.)	i	8/20/2020 - 4/30/2021		16 miles	+ Select
▶	A Place to Call Home	i	8/20/2020 - 4/30/2021		111 miles	+ Select
▶	A Positive Attitude Outlook Inc	i	8/20/2020 - 4/30/2021		492 miles	+ Select
▶	A Safe Haven in the Sorinos. PLLC	i	8/20/2020 - 4/30/2021		555 miles	+ Select

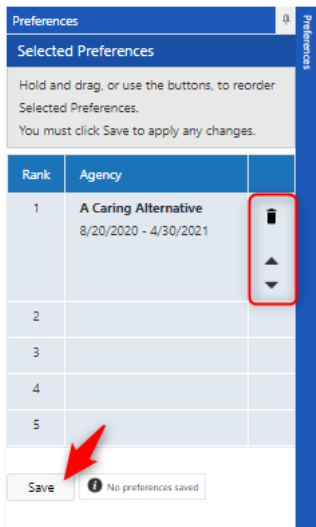
Preferences

Selected Preferences

Hold and drag, or use the buttons, to reorder Selected Preferences. You must click Save to apply any changes.

Rank	Agency
1	180 Turning Lives Around, Inc. 8/20/2020 - 4/30/2021
2	
3	
4	
5	

Save No preferences saved



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**.

Students can use preferences to track their top agencies and relate this information to their Specialist.

### Searching Agencies without Access to Preferences

Some students may not have access to Preferences:

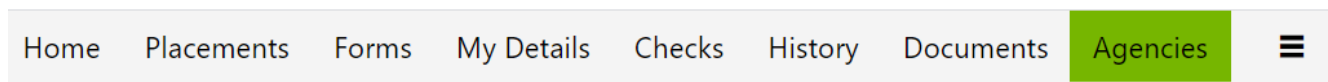
- **Students who have been approved for a block placement**
- **Students who are on a leave of absence or have withdrawn from the program**
- **Students whose field/practicum experience is not within one or two semesters of their search**
- **Students not in a placement group and students in SWG 540**

Field/Practicum Placements are competitive, therefore access to the Preferences function is given based on the student's first internship semester.

For example: A student attempting to secure their first-semester internship in Fall 2023 will gain access to the Preferences function before a student attempting to secure their first-semester internship in Summer 2024.

There are some agencies, like Veteran Affairs and Hospitals that require students to secure an internship very early.

Students can search for agencies in the **Agencies Tab**.

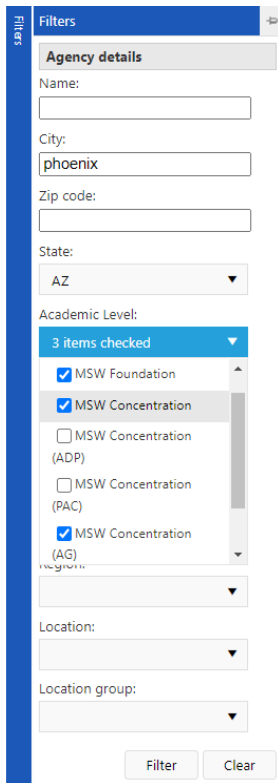


The **Agencies Tab** will not have the option to sort by Distance, Places, or add agencies to Preferences. This is a list of all of our active agencies.

Filters	Code	Name ▲	Address	Phone 1	Phone 2
▶	ONLINE SAMPLE	*Online Field Agency	411 N. Central, Suite 800, Phoenix AZ 85004, United States	6024960067	
▶	PVBH - TUC	*Palo Verde Behavioral Health	2695 N Craycroft Rd, Tucson AZ 85712, United States	520-322-2782	
▶	SAMPLE	*Sample Agency Detail	511 Central ave, Phoenix AZ 85004, United States		
▶	TEST	*Test Agency	411 N. Central Avenue, Phoenix AZ 85004, United States		
▶	TLAI	180 Turning Lives Around, Inc.	1 Bethany Rd, Bldg. 3, Suite 42, Hazlet NJ 07730, United States	(732) 264-4360 x4222	

## To Use the Filters function

Click on the Filters button, this will open a box that will show you options to filter. Filtering not only searches it also narrows down. This means the more selections you choose; the fewer options will be shown.



Students can use the Filters button to:

- Search for a specific agency with a Name
- Narrow down a location/area with City, State, and/or Zip code
- Search for specific programs with Academic Level
- Narrow down attributes or populations with Focus or Descriptor

*The Sector, Region, Location, and Location Group selections currently have nothing to select. While this may change in the future, these are not filters students can use right now.*

*Agencies that have selected their academic level will show up when you filter academic level.*

Once you have made your selections, click filter.

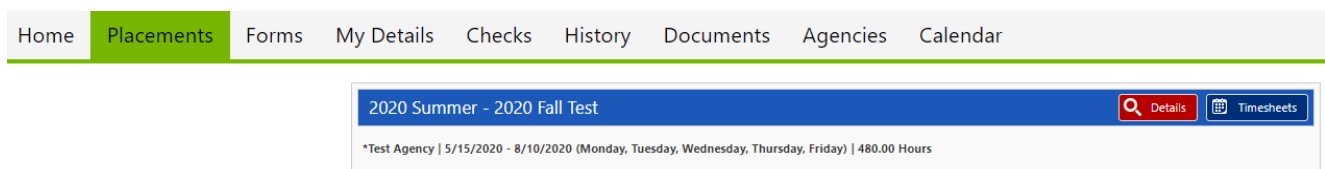
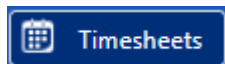
Make sure to check the Internship Description before reaching out to the agencies to see what information is required, what preferences and requirements they may have and any other attributes they list.

**The fewer selections you make in filters, the more options you will be presented with.**



## Students Currently Confirmed in a Placement

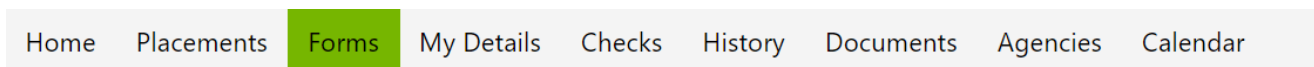
When you go to the **Placements Tab** the Preferences function may have disappeared and instead, you will have a Timesheets button.



**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.**

## Calculating Internship Hours

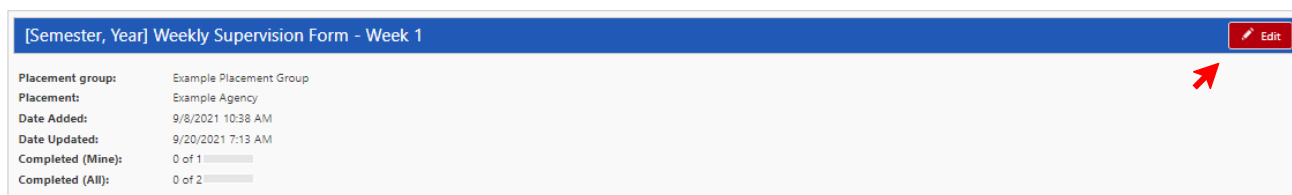
Students must calculate their internship hours through the weekly supervision forms. Weekly supervision forms are found in the **Forms Tab**.



All of your forms including your Learning Contract and Evaluation forms, weekly supervision forms, etc.. will be loaded here by the Field Education Team.

### How to Fill Out a Weekly Supervision Form

All weekly supervision forms will show under the Forms Tab, even forms from previous agencies. Click on the edit button to open the form.



The form will open, and you will see the title of the form.




### Weekly Supervision Form

When you open the form, the Student Name, Agency Name, and Field Instructor Name should be auto populated. This data comes from the Internship Confirmation Form you submitted to your Field/Practicum Education Specialist.

Weekly Supervision Form


Student Name	Agency Name	Field Instructor Name
*Test, Student	*Test Agency	Hayward, Elizabeth
Dates	Week Start	Week End
	<input type="text"/>   *	<input type="text"/>   *




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




If any of this information is incorrect, please reach out to [sswfield@asu.edu](mailto:sswfield@asu.edu).

Week Start	Week End
<input type="text"/>   *	<input type="text"/>   *

To accurately capture your internship hours, make sure the dates you put in the Week-Start and Week-End boxes are full 7-day weeks.

Click the calendar icon  to select a date: it is easier to start on a Sunday and end on a Saturday.



Week Start																																																		
1/7/2024																																																		
  																																																		
<div style="border: 1px solid gray; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>&lt;&lt;</span> <span>January 2024</span> <span>&gt;&gt;</span> </div> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr> <td>1</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr> <td>2</td><td style="background-color: #007bff; color: white;">7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr> <td>3</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr> <td>4</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr> <td>5</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td></tr> <tr> <td>6</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> </tbody> </table> </div>		S	M	T	W	T	F	S	1	31	1	2	3	4	5	2	7	8	9	10	11	12	3	14	15	16	17	18	19	4	21	22	23	24	25	26	5	28	29	30	31	1	2	6	4	5	6	7	8	9
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5	28	29	30	31	1	2																																												
6	4	5	6	7	8	9																																												

Student Name <input style="width: 90%; border: none; border-bottom: 1px solid white;" type="text" value="*Test, Student"/>	Agency Name <input style="width: 90%; border: none; border-bottom: 1px solid white;" type="text" value="*Test Agency"/>	Field Instructor Name <input style="width: 90%; border: none; border-bottom: 1px solid white;" type="text" value="Hayward, Elizabeth"/>
Dates	Week Start <input style="width: 90%; border: none; border-bottom: 1px solid white;" type="text" value="1/7/2024"/>   	Week End <input style="width: 90%; border: none; border-bottom: 1px solid white;" type="text" value="1/13/2024"/>   



Directly below the week start and week end section is where you will record your internship hours.

Number of Hours Earned at Internship this Week







Total Number of Hours at Internship this Semester-To-Date

*Students fill in from Number of Hours Earned at Internship this Week*






This student completed 12 hours at their internship, because this is their first weekly supervision form, that means their total hours accumulated is 12 hours.

To calculate Week 2:



Student Name <input style="width: 90%; border: none; border-bottom: 1px solid white;" type="text" value="*Test, Student"/>	Agency Name <input style="width: 90%; border: none; border-bottom: 1px solid white;" type="text" value="*Test Agency"/>	Field Instructor Name <input style="width: 90%; border: none; border-bottom: 1px solid white;" type="text" value="Hayward, Elizabeth"/>
Dates	Week Start <input style="width: 90%; border: none; border-bottom: 1px solid white;" type="text" value="1/14/2024"/>   	Week End <input style="width: 90%; border: none; border-bottom: 1px solid white;" type="text" value="1/20/2024"/>   

Number of Hours Earned at Internship this Week

Total Number of Hours at Internship this Semester-To-Date



*Students Add Number of Hours Earned at Internship this Week to Total Number of Hours at Internship this Semester-To-Date from Week 1*



This student completed 12 hours their first week and 18 hours their second week, culminating in 30 hours total.

Directly below the hour's section is where you will indicate Supervision Type and Supervision Format.

Supervision Type

- One on One**  \*
- Group Supervision 
























Supervision Format

- In Person/On site**  \*
- Video/Virtual Meeting 
- Phone Conference
- Co-Facilitation with Task Instructor

**Directly below the supervision type and format section is where you will indicate what topics were discussed in that week’s weekly supervision.**

As you can see this section is not required as there are no red asterisks next to the edit pencil symbols.

Topics Discussed

Duties & Expectations <input checked="" type="checkbox"/> 	Accountability <input checked="" type="checkbox"/> 	Cases & Assessment <input type="checkbox"/> 	Information & Referral <input type="checkbox"/> 
Professionalism <input checked="" type="checkbox"/> 	Judgement <input type="checkbox"/> 	Progress Notes <input type="checkbox"/> 	Evaluation Issues <input type="checkbox"/> 
Communication Skills <input type="checkbox"/> 	Problem Solving <input type="checkbox"/> 	Treatment Planning <input type="checkbox"/> 	Termination <input type="checkbox"/> 
Time Management <input type="checkbox"/> 	Initiative <input checked="" type="checkbox"/> 	Crisis Intervention <input type="checkbox"/> 	Diversity Issues <input type="checkbox"/> 
Self-Awareness <input type="checkbox"/> 	Ethical Issues <input type="checkbox"/> 	Macro Practice Issues <input type="checkbox"/> 	Mezzo Practice Issues <input type="checkbox"/> 
Practice/Intervention Skills <input type="checkbox"/> 	Flexibility <input checked="" type="checkbox"/> 	Learning Plan <input type="checkbox"/> 	

**The final section of the weekly supervision forms are narrative section. Each section asks a question or proposes a prompt that requires you to answer in at least 50 characters.**

After you complete the form, select submit. Once you submit the form, the next Weekly Supervision Form in the series loads into your Sonia account.

Save Draft

Student Submit

The next steps are for your Field Instructor to review and make comments and then submit.

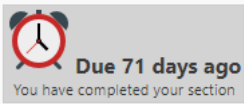
**Requesting supervision forms be unsubmitted and then resubmitting them will create an empty duplicate. The Field/Practicum Education Office will remove duplicate forms.**

***How to Submit All Other Assigned Forms***

Here is a list of required assigned forms:

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

## ❖ Mid-Semester Reports



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

### ***How to Submit Student Responsibilities***

A screenshot of a web form titled "Student Responsibilities". The form has a blue header bar with the title and an "Edit" button. Below the header, there is a sub-header: "Field Education student completes this form at the beginning of each placement affirming and acknowledging important information." The main content area shows a table of form details: Placement group: 2020 Summer - 2020 Fall MSW Foundation; Placement: The Francisco Homes; Date Added: 5/18/2020 11:59 AM; Date Updated: 5/19/2020 4:58 PM; Due Date: 6/1/2020 11:59 PM; Completed (Mine): 1 of 1 (with a green checkmark); Completed (All): 1 of 2. To the right of the table is a red alarm clock icon with the text "Due 71 days ago" and "You have completed your section".

Click the edit button



The form will open, and 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.

Save Draft

Student Submit

Once you have submitted the form, your Field Instructor will review and confirm your understanding by selecting submit.

### ***How to Submit the Learning Contract & Evaluation Forms***

A screenshot of a web form titled "Fall 2023, First Semester, SWG 541 (1 of 2), MSW Generalist Learning Contract and Evaluation". The form has a blue header bar with the title and an "Edit" button. Below the header, there is a sub-header: "2023 Fall MSW Generalist (First Semester; SWG 541)". The main content area shows a table of form details: Placement: \*Test Agency; Date Added: 10/3/2023 12:58 PM; Date Updated: 10/3/2023 12:58 PM; Due Date: 10/13/2023 12:00 AM; Completed (Mine): 0 of 1; Completed (All): 0 of 3. To the right of the table is a red alarm clock icon with the text "Due in 9 days!" and "You still need to complete 1 section". There is also a "New" button with a plus icon and the text "Form added on 10/3/2023". A red arrow points to the "Edit" button in the top right corner.

Click the edit button



The form will open, and you will see the title of the form.



#### First Semester, SWG 541 (1 of 2) MSW Generalist Learning Contract and Evaluation

This is the first of two Learning Contract and Evaluation forms that are required to complete the MSW Generalist internship requirements. The second form will be uploaded after the start of the second semester.

#### Instructions:

There will be 2 sections with 6 submit buttons:

- 2 Student submit buttons
- 2 Field Instructor submit buttons
- 2 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 **Evaluation**, (see [Field Calendars](#) for due dates).

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

### How to Submit the Mid-Semester Reports

Click on the edit button

The form will open, and you will see the title of the form.



MID-SEMESTER PERFORMANCE REPORT

Instructions:

1. The Field/Practicum Instructor enters the information on student progress for the current semester in this form. This includes checking the areas that apply, indicating if the student is on track, and comments.
2. Once the Field/Practicum 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/Practicum Liaison.

### How to Submit the PAC Project Matrix Form

The Project Matrix form will show under the Forms Tab. Click on the edit button to open the form.



The form will open, and you will see the title of the form.

**Instructions:**

1. The Student enters a minimum of 3 projects into the Matrix.
2. The Student designates the level of participation anticipated for all projects entered.

Project Name:	Identification / Analysis / Needs Assessment:	Goals and Objectives:
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Once the Student has completed all required sections, they will select submit.
4. Once submitted, the Field/Practicum Instructor will review, and submit for final review and completion by the Field/Practicum Liaison.

**Student:**

**Field Instructor:**

**Field Liaison:**

**How to Submit the PAC Project Worksheet**

The Project Worksheet(s) will show under the Forms Tab. Click on the edit button to open the form. **Three (3) Worksheets will be loaded automatically; students must email [sswfield@asu.edu](mailto:sswfield@asu.edu) to request additional worksheets.**

The Project Worksheet will show under the Forms Tab. Click on the edit button to open the form.

Fall 2021, First Semester, SWG 643 (1 of 2), MSW Policy, Administration, and Community Practice Project Worksheet
Edit

**Placement group:** 2021 Fall MSW Policy, Administration and Community Practice (First Semester: SWG 643)

**Placement:** \*Sample Agency Detail (\*Test Agency)

**Date Added:** 8/12/2021 1:10 PM

**Date Updated:** 8/12/2021 1:10 PM

**Completed (Mine):** 0 of 3

**Completed (All):** 0 of 3

**New**  
Form added on 8/12/2021

The form will open, and you will see the title of the form.

**Instructions:**

1. The Student enters and completes at least 3 worksheets - based on the projects from the Project Matrix.

<b>Project Name:</b>	<input type="text"/>
<b>Project Description:</b>	<input type="text"/>
<b>Expected Product:</b>	<input type="text"/>
<b>Macro Practice Role(s):</b>	<input type="checkbox"/> Advocate <input type="checkbox"/> Bridge Builder / Mediator / Negotiator <input type="checkbox"/> Communicator / Promoter <input type="checkbox"/> Educator / Trainer <input type="checkbox"/> Facilitator <input type="checkbox"/> Fundraiser <input type="checkbox"/> Manager <input type="checkbox"/> Organizer <input type="checkbox"/> Proposal Writer <input type="checkbox"/> Researcher / Evaluator <input type="checkbox"/> Other (see below)
<b>Other:</b>	<input type="text"/>

2. The Student enters at least 4 EPAS Core Competencies.
3. The Student enters at least 4 Project Activities.
4. The Student enters all other required fields for each entered competency and activity.

EPAS Core Competency: <small>(refer to Learning Contract)</small>	Project Activity:	Estimated Hours:	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	July	Aug.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Once the Student has completed all required sections, they will select submit.
6. Once submitted, the Field Instructor will review the form, and submit it for final review and completion by the Field Liaison.

**Student:**

**Field Instructor:**

**Field Liaison:**

### To Check if a Form is Submitted

To see if a form has been submitted, check the Completed (Mine) and Completed (All) sections. Completed (Mine) is the first person who needs to submit the form. Completed (All) indicates that all parties have submitted the form.

Completed (Mine):	1 of 1
Completed (All):	1 of 2

The due date will remain unless Completed (All) is complete.

Weekly Supervision Forms do not have a due date. Students must submit a weekly supervision form before the next week will load. If the next supervision form has not loaded, check to make sure the form is submitted.

If the form has been submitted but the next weeks form still does not load, contact [sswfield@asu.edu](mailto:sswfield@asu.edu).

### Requesting an Incomplete

The only form a student may select and add themselves is the Request for Incomplete Form.

The screenshot shows a navigation bar with tabs: Forms, My Details, Checks, History, Documents, Agencies, and Calendar. Below the tabs, there is a form selection area with a dropdown menu set to 'Request for Grade of Incomplete Form Field' and an 'Add' button. A red box highlights the dropdown arrow, and a red arrow points to the 'Add' button. Below the form selection, it says 'No data'.

To request an incomplete, you can select the **drop-down** button to select an option. Once your option has been selected, click **add**.

**Students should not add this form to their queue if they have not been requested to do so by their Field Liaison. The Field/Practicum Liaison may also load this form for the student.**

The screenshot shows the 'Forms' menu with a notification 'Successfully added form' (1) and a table with one row: 'Request for Grade of Incomplete Form Field' (2). The table has 'Delete' (3) and 'Edit' buttons. The notification and table row are highlighted with red circles and arrows.

To complete the Incomplete Request form:

1. Make sure the form has been successfully added. This notification will confirm that you have created a Request for Grade Incomplete Form
2. Click to delete the forms if you've mistakenly added it
3. Click the Edit button to fill in the and submit the form

The screenshot shows two buttons: 'Save Draft' (4) and 'Student Submit (Submission of this form is an electronic signature)' (5). Both buttons are highlighted with red circles and arrows.

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

## Updating Your Student Profile

The **My Details Tab** 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.

The screenshot shows the 'My Details' page with the following sections:

- Emergency Contact details** (1 Required): Includes fields for Name, Relationship, Contact details, Email, and Phone. A 'Save' button is present with a timestamp: 'Updated by elizabeth.hayward on 6/25/2020 10:16:23 AM'.
- Other**: A section for additional information.
- Field Specialist**: Elizabeth Hayward, Elizabeth.Hayward@asu.edu, 602-496-1289
- Student Current Resume** (2 Required): Includes a 'Student Current Resume' field with a 'Browse' button.
- Date Completed Preparation for Practice**: A field for entering the date.

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).

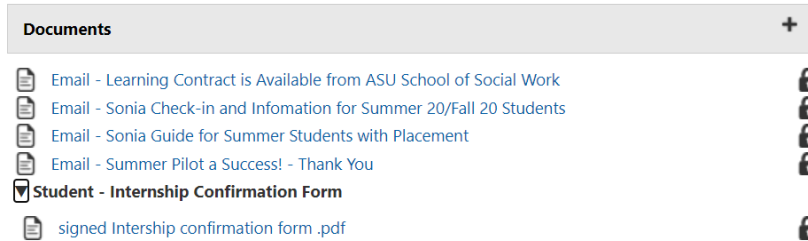
## Reviewing Past Internships

The **History Tab** page lists the placements in which you have participated in the past. Placements will only appear in your History once the Field/Practicum Team has marked the placement as completed.

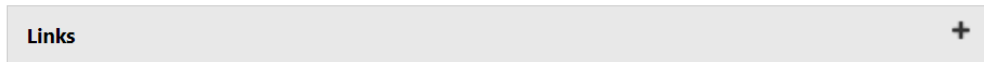
The screenshot shows the 'History' page with a table containing the following columns: Placement group, Date, Agency, Area, Course, Semester, Grade, Duration, Field Instructors, View. The table currently displays 'No data'.

## Viewing and Uploading Documents

Documents can be viewed in the **Documents Tab**. These documents have been uploaded by the Field/Practicum Team and Liaison, such as a resume/CV or PDF versions of learning contracts/evaluations and other field documents. The Field/Practicum Team will have access to these documents.

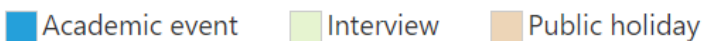


Your Liaison may add links to this page. These might be professional networking sites and/or useful resources you may need to reference in the future.

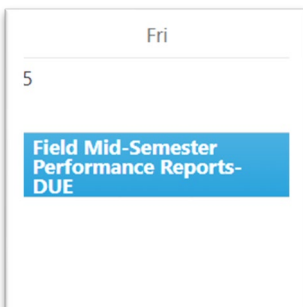


## Deadlines and Due Dates

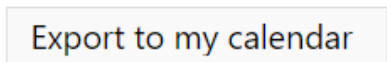
The **Calendar Tab** is maintained by the Field Team to mark important dates including the end of a semester, when forms are due, and when grades are posted.



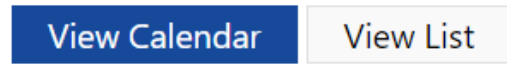
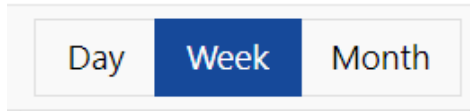
The Calendar provides a color code to help make important dates easily identifiable.



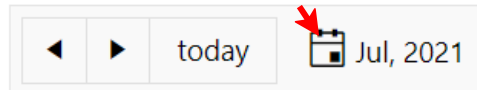
Events pertaining to you can be exported to your Outlook calendar and edited by clicking on the Export to my Calendar button.



Students can select to view the calendar by day, week, or month or to view it as a list instead of as a traditional calendar.



Some due dates and deadlines are input into the calendar months in advance. To see previous and upcoming months, use either the calendar icon to select a specific month or select the arrow buttons.



# Sonia Troubleshooting

## Can't see or use the Preferences function

- Check to make sure you are registered for an upcoming field course
- Block placements and students on a leave of absence do not have access

## Connection problems

- 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/Practicum Office has sent you your login information
- Double check you've entered your login 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
- Make sure you close any other forms
- Confirm that you've successfully saved after each save; wait for saves to take (greyed out save)
- After saving refresh the page

## A 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

## A form was submitted but you need to edit

- Reach out to your Specialist and Liaison with requested changes after submission

## A Field Instructor submitted, but now needs to edit

- Have your Field/Practicum Instructor reach out to your Specialist and Liaison with requested changes after submission

## Student or Field/Practicum 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.