Student Guide

A reference to Sonia Online for Students
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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.
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.
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.
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

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 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).

<table>
<thead>
<tr>
<th>Name</th>
<th>Dates</th>
<th>Places</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Northwest Valley Connect</td>
<td>1/11/2021 - 8/6/2021</td>
<td>1</td>
<td>12 miles</td>
</tr>
</tbody>
</table>

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.
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.

*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.

*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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Dates</th>
<th>Places</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Online Field Agency</td>
<td>5/17/2021 - 8/6/2021</td>
<td></td>
<td>629 miles</td>
</tr>
</tbody>
</table>

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.

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**

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.*
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.
**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.

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.

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

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:

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.
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.

<table>
<thead>
<tr>
<th>Topics Discussed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duties &amp; Expectations</td>
</tr>
<tr>
<td>Professionalism</td>
</tr>
<tr>
<td>Communication Skills</td>
</tr>
<tr>
<td>Time Management</td>
</tr>
<tr>
<td>Self-Awareness</td>
</tr>
<tr>
<td>Practice/Intervention Skills</td>
</tr>
</tbody>
</table>

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.

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

Click the edit button

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

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 your understanding by selecting submit.

How to Submit the Learning Contract & Evaluation Forms

Click the edit button

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

Instructions:
There will be 2 sections with 6 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.

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.

**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 to request additional worksheets.

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

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.

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.

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 sswoffield@asu.edu.

Requesting an Incomplete

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

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.

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

Save Draft  Student Submit (Submission of this form is an electronic signature)
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.

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.
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.