

University of Louisville

Kent School of Social Work

SONIA Instructions for Task Supervisors and Field Instructors

Logging In

All documents for your student(s)' practicum placement are available in Sonia. In order to access these documents, you must first receive clearance from the Field Office. If you have not received sign-in instructions from the Field Office, you should contact them at fieldedu@louisville.edu to complete any necessary documentation. If you have received your username and password but need to see how to complete the sign-in process, please access this video for step-by-step instructions:

<https://youtu.be/H7tZoKbEiz8>

Approving Time/Logged Hours

Your student(s) should be logging their time in Sonia every day. We encourage field instructors to approve hours weekly by following the illustrated steps in this video.

<https://youtu.be/khSoZbn9xxs>

Approving Competency Development Plan

This video explains how to access and action the competency development plan. Once your student has completed inputting their designated tasks, you should review their tasks and provide feedback and/or approval. As the video indicates, you should wait for clearance from the field liaison prior to submitting the document; however, you can "save draft" until directions are provided to submit your approval.

<https://youtu.be/m5LgBv0Nt78>

Midterm Evaluation

This video explains how to access and complete the midterm evaluation form. Your student should complete their reflection and self-evaluation prior to you completing the supervisor section.

<https://youtu.be/SL-rYBXXESO>

Final Evaluation

This video walks through the multi-step process of completing the final evaluation with your student. Your student should have inputted their information and reflection prior to you beginning the evaluation process.

https://youtu.be/R_ShZ6Ma3M

If you need further assistance, please contact the Field Education Office at fieldedu@louisville.edu.