

Completing your Supervision Logs in Sonia

Once you log into Sonia, click on **Forms**.

The screenshot shows the Sonia Forms interface. At the top, there is a navigation bar with tabs: Home, Placements, Forms (highlighted), My Details, Checks, History, Documents, Sites, and Calendar. Below the navigation bar, there is a search and filter area with a dropdown menu set to 'Employment-Based Field Placement Application', an 'Add' button, a 'Name' dropdown, an 'Ascending' sort option, a 'Filter' button, and a 'Hide completed forms' checkbox. The main content area is titled 'Supervision Log' and contains a red 'Edit' button. Below the title, there is a summary of the form: Placement group: MSW 1 2020; Placement: Agency Name Here; Date Added: 8/12/2019 3:56 PM; Date Updated: 8/12/2019 3:56 PM; Completed (Mine): 0 of 2; Completed (All): 0 of 4. A 'New' button with a plus sign and a document icon is also visible, with the text 'Form added on 8/12/2019' below it.

Under the Supervision Log form, click on **Edit** on the right side of the screen. This will open a new browser and allow you to complete the form.

Office of Field Education Supervision Log

Identification

Name: <input type="text"/>	Rank: <input type="text"/>
Semester: <input type="radio"/> Summer <input type="radio"/> Autumn <input type="radio"/> Spring	Year: <input type="radio"/> 2019 <input type="radio"/> 2020

You will complete any information that has not auto-populated into the form. All sections marked with a * are required.

Week 1:

Date of Supervision



Check any competencies discussed during this week's supervision:

- Competency 1: Demonstrate Ethical and Professional Behavior
- Competency 2: Engage Diversity and Difference in Practice
- Competency 3: Advance Human Rights & Social, Economic & Environmental Justice
- Competency 4: Engage in Practice-Informed Research and Research-Informed Practice
- Competency 5: Engage in Policy Practice
- Competency 6: Engage with Individuals, Families, Groups, Organizations and Communities
- Competency 7: Assess with Individuals, Families, Groups, Organizations and Communities
- Competency 8: Intervene with Individuals, Families, Groups, Organizations and Communities
- Competency 9: Evaluate with Individuals, Families, Groups, Organizations and Communities



Summarize what was discussed in supervision and address competencies checked above.

[Note: we would like this field to include a minimum of 100 words, or 550 characters-whichever way is best to count]



Summarize items for follow-up or future action (optional):



Upon completion of the Supervision Log, click **Save Draft**. Each week you will be able to add a new entry to build off of the previous weeks.

Confirmation

Please complete at the end of the semester.

Student Confirmation

I confirm that supervision was received as described in this document. I have documented discussion of all 9 competencies.



Save Draft Click here to save each weekly supervision log.

Save Draft Click when submitting final Supervision Logs at the end of the semester.