

Agency Supervisor Learning Agreement Instructions

Starting Sonia

To access Sonia, you will need a web (internet) browser (e.g., Chrome, Firefox, Internet Explorer) and internet access.

Signing In & Setting Your Password

1. Navigate to the Sonia Online homepage for MSU Denver at the following link:
<https://metro.sonialive.com>.
2. Enter your Username, (the email address that you/and or the student supplied to the Field Office).
3. To set up your password for the first time, click on “Forgot Password?”. You will be asked to submit a request for a password reset.

?

Forgot your password?

Request password reset

Please select your role and enter your username
Note that this process requires an email to be associated with your account

Role: Student

Username:

Generate New Image.
Get Audio Code.

Please type the code from the image.

Submit Cancel

An email will be sent to your email address with a link to set your password. *Note: Check your spam/junk mail folder if you do not see the message in your inbox.*



Set your password

Please enter your desired new password and then press Save.

- Minimum password length: 7
- Non-alphanumeric (e.g. !,@,#,\$,%,&,*) characters required: 1

New password:

Confirm new password:

Save

Once you have set your password, you will be directed to the home page to login.

Ensure the 'Role' on the left side of the page is set to 'Site'. Use your email address and the password you just created, and click 'Sign In'.

If you have any trouble accessing your Sonia account, please contact field@msudenver.edu for assistance.

1. Accessing the Learning Agreement:

- a. Students will complete the Learning Agreement and submit the form to their supervisor(s) for review.
- b. Both Field Instructor and Task Supervisor (if applicable) will receive a notification via email that contains a link to take them directly to the Learning Agreement.

Dear JaneContact,

A student from MSU Denver's Social Work program has initiated a form for you to complete.

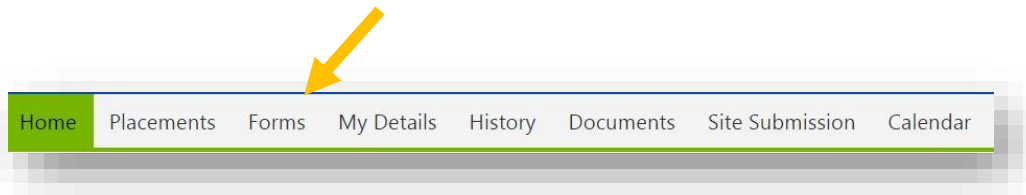
Janet 1BSSW for BSSW Learning Agreement and Evaluation - Fall 2019-20 needs to be completed [Edit Form](#).

If you have any questions on how to complete the form, please contact field@msudenver.edu.

Office of Field Education | Social Work Department
Metropolitan State University of Denver
Campus Box 70, P.O. Box 173362, Denver, CO 80217-3362
303-615-1655 | Fax 720-778-5689
www.msudenver.edu/socialwork




- c. Supervisors can also access the Learning Agreement to review and/or make suggested edits through their own Sonia account.
 - i. To review the Learning Agreement in Sonia, click on the “Forms” tab at the top of the page.



- ii. The supervisor(s) will see a list of student forms. Use the search boxes at the top of the list to sort to the “Learning Agreement and Evaluation”. You can also use the filter to find the correct student by name.
- iii. Click on the file icon to the right of the form to open the form.






| Form Name | Category | Placement Group | Site | First Name | Last Name | Date Updated | Due Date | Completed (Mine) | Completed (All) | |
|---|----------|-----------------|---------------------------|------------|-----------|-------------------|----------|------------------|-----------------|---|
| Form Name | Cate | Placement Grou | Site | First I | Last Narr | | | Compl | Compl | |
| BSSW Learning Agreement and Evaluation - Fall 2019-20 | | 2019-20_BSSW | 123 Fake Electric Company | Janet | 18SSW | 8/24/2019 9:49 PM | | 0 of 1 | 1 of 4 |  |

2. Completing the agency portion of the Learning Agreement







- a. The Learning Agreement contains the nine Council on Social Work Education competencies and the listed practice behaviors that students are expected to exhibit throughout their internship. Under each competency, students will write out their proposed learning activities that they plan to complete to meet the listed practice behaviors. These outlined learning activities will help both student and you as supervisor in completing the field evaluation later in the semester.
- b. If there is more than one supervisor working with a student (e.g. student has both a Field Instructor and Task Supervisor), supervisors will work together or take turns to review the different learning activities that students have added to the Learning Agreement.

- c. **Optional:** As an agency supervisor, you can also make suggestions in the designated sections of the Learning Agreement. Please click on the “Save Draft” button at the bottom of the form to save your responses while both supervisors add feedback.
 - i. **NOTE:** *Please do not submit the form until both supervisors have had a chance to review the form.*

| | |
|---|---|
| Learning Activities - Competency 1 | |
| Student description of learning tasks and time frame to be completed | |
| <div style="border: 1px solid #ccc; height: 40px;"></div> |  * |
| Field Instructor and/or Task Supervisor feedback (optional) | |
| <div style="border: 1px solid #ccc; height: 40px;"></div> |  |
| FFL feedback (optional) | |
| <div style="border: 1px solid #ccc; height: 40px;"></div> |  |

- d. Once the supervisor(s) have reviewed the information and added their own feedback to the Learning Agreement, you will check off that you have reviewed the form and indicate that you either approve of the form or request updates for the student to make.

Learning Agreement Comments

| | |
|--|--|
| Field Instructor and/or Task Supervisor: I have reviewed this Learning Agreement with my student. <input type="radio"/> Yes <input type="radio"/> No  * | Faculty Field Liaison: I have reviewed this Learning Agreement. <input type="radio"/> Yes <input type="radio"/> No  * |
| <input type="radio"/> I accept this Learning Agreement as written.  * <input type="radio"/> I am requesting modifications. | <input type="radio"/> I accept this Learning Agreement as written.  * <input type="radio"/> I am requesting modifications. |
| If you are requesting modifications please describe them below. <div style="border: 1px solid #ccc; height: 40px;"></div>  | If you are requesting modifications please describe them below. <div style="border: 1px solid #ccc; height: 40px;"></div>  |

- e. After **both** the Field Instructor and the Task Supervisor (if applicable) have reviewed and approved of the Learning Agreement, you should click on the Supervisor Learning Agreement Submit button to send a notification to the student to review their feedback.

Field Instructor and/or Task Supervisor: Click the "*Supervisor Learning Agreement Submit*" button below to send this form to the student with your feedback. Please do not click on the submit button until both the Field Instructor and Task Supervisor have had a chance to review the Learning Agreement. The form will show as 2 out of 4 steps completed after submitting.

Notes:

1. You can track the progress of the form by looking at the “Completed Steps” indicated next to the Learning Agreement Form.
2. You may review the student’s Learning Agreement at any time by going to the Forms tab in your Sonia account.
3. ***The evaluation portion of this form will be activated towards the end of the semester so that you as supervisor(s) and the student may evaluate them on their progress towards demonstrating mastery of the competencies and practice behaviors.

Please contact the Field Office at field@msudenver.edu if you have any questions or issues with the form.