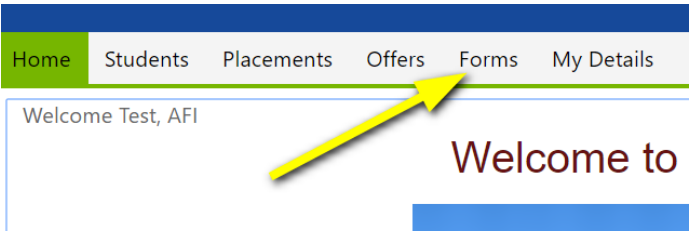
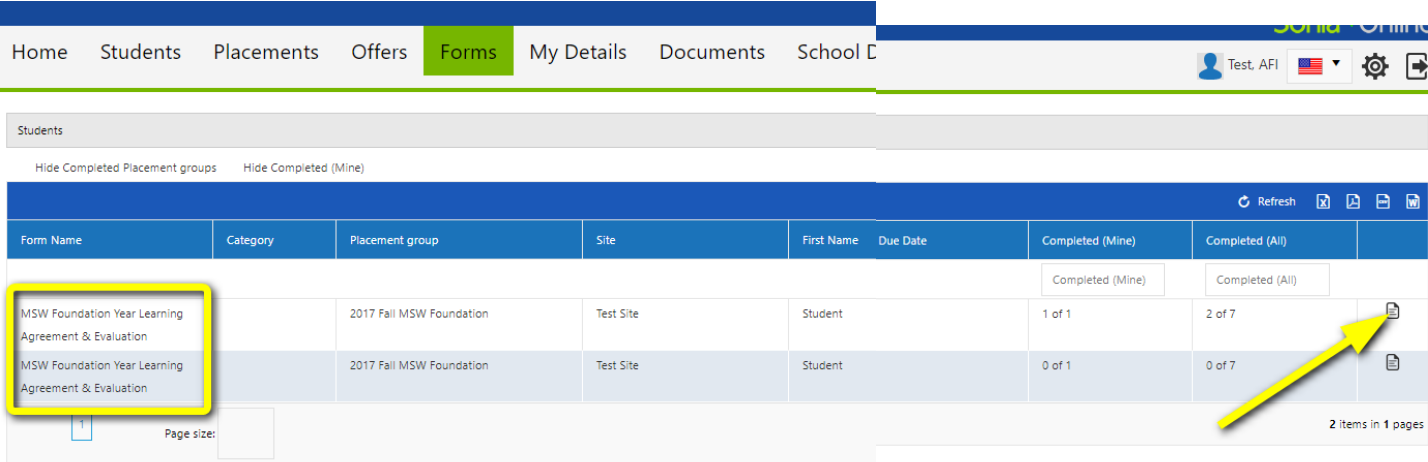


SONIA How-To: AFI Semester Evaluation

1. Log in to Sonia and click on "Forms."



2. Find the "Learning Agreement and Evaluation" Forms and click on the paper icon to view.



Semester 1 Reflection

3. Scroll down to the "Semester 1 Evaluation" section.

-----Semester 1 Evaluation Submit Buttons-----
 You have successfully submitted the form when you see "Form successfully actioned" in green letters.

Ident: Semester 1 Evaluation Comments

4. Respond to the reflection prompts regarding the student's first semester in the boxes provided.

AFI: Semester 1 Evaluation Comments
 Please review the student's learning activities with the students and then reflect on done. Please be advised that this needs to be completed BEFORE your mid-year s

Areas of Success:

Areas for Growth:

Learning Goals for Semester 2:

Use of Supervision:

Other Comments:

5. After all comments have been entered, click on the “Agency Filed Instructor Submit Semester 1” button.

Note the “Save Draft” button can be used to save progress on the form if it can not be completed in one sitting.

The screenshot shows a form with a section titled "Other Comments:" followed by a large empty text area. Below this section are two buttons: "Save Draft" and "Agency Field Instructor Submit Semester 1 Eval". The "Agency Field Instructor Submit Semester 1 Eval" button is highlighted with a yellow border.

Semester 2 Evaluation

1. Enter scores for each practice behavior in all Competencies. *Note: a score is required for each practice behavior.

Competency 2.1.9: Respond to contexts that shape practice.

#	Practice Behavior	Learning Activities	End of Year Rating
P B 9. 1	Continuously discover, appraise, and attend to changing locales, populations, scientific and technological developments, and emerging societal trends to provide relevant services.	<input type="text"/>	<input type="button" value="5"/> 4 3 2 1 0
P B 9. 2	Provide leadership in promoting sustainable changes in service delivery and practice to improve the quality of social services.	<input type="text"/>	<input type="button" value="5"/> 4 3 2 1 0

2. Provide specific feedback for students in the comments section after each competency. These comments are not required, but are extremely helpful to the students and the Field Education team.

The screenshot shows a section titled "End of Year Competency 9 Overall Feedback- Completed by the Agency Field Instructor". Below the title is a large empty text area for entering feedback comments.

3. After all scores and comments have been entered for semester 2, click on the “Agency Calculate Semester 2 Scores” (B) button. A score will then be displayed in the “Semester 2 Total Score” box.

Note the “Save Draft” (A) button can be used to save progress on the form if it can not be completed in one sitting.

4. Answer the question “Do you agree with the score that appears in the “Semester 2 Total Score” box?” (C)

A. If the answer is yes, move to #10.

B. If the answer is no, answer the question “If not, what score would you assign?” (D)

5. Click on the “Agency Field Instructor Submit Semester 2 Eval” button. (E)

Note All scores and comments can be edited even after the “Agency Field Instructor Submit Semester 2 Eval” button has been clicked. If changes are made, this button must be clicked again for all parties to see the changes.

-----Semester 2 Evaluation Submit buttons-----
You have successfully submitted the form when you see "Form successfully actioned" in green letters.

Calculate Semester 2 Total Score
Agency Field Instructor:
1. After all scores have been entered for the practice behaviors click on the "Calculate Semester 2 Score" button below to calculate the student's Semester 2 score. The score will show in the "Semester 2 Total Score" box below. All practice behavior ratings must have a score selected
2. After you have calculated the score, please answer the questions under "**Agency Field Instructor: Semester 2 Evaluation Submit**."
3. The "Save Draft" button can be used to save progress when scoring Semester 2.
4. Students will not see Semester 2 scores until "Calculate Semester 2 Score" has been clicked.

Save Draft Calculate Semester 2 Score
A B

Semester 2 Total Score

0.00

Agency Field Instructor: Semester 2 Evaluation Submit:
Answer the questions below and click the "Agency Field Instructor Submit Semester 2 Eval" button to complete the form.

Do you agree with the score that appears in the "Semester 2 Total Score" box?
 Yes No C

If not, what score would you assign?
 150-205 = Credit 0-149 = No Credit D

Save Draft Agency Field Instructor Submit Semester 2 Eval E