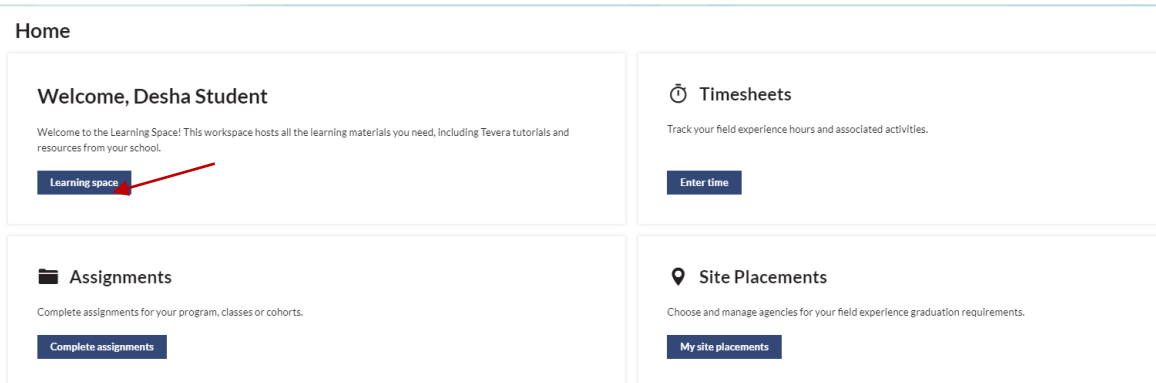


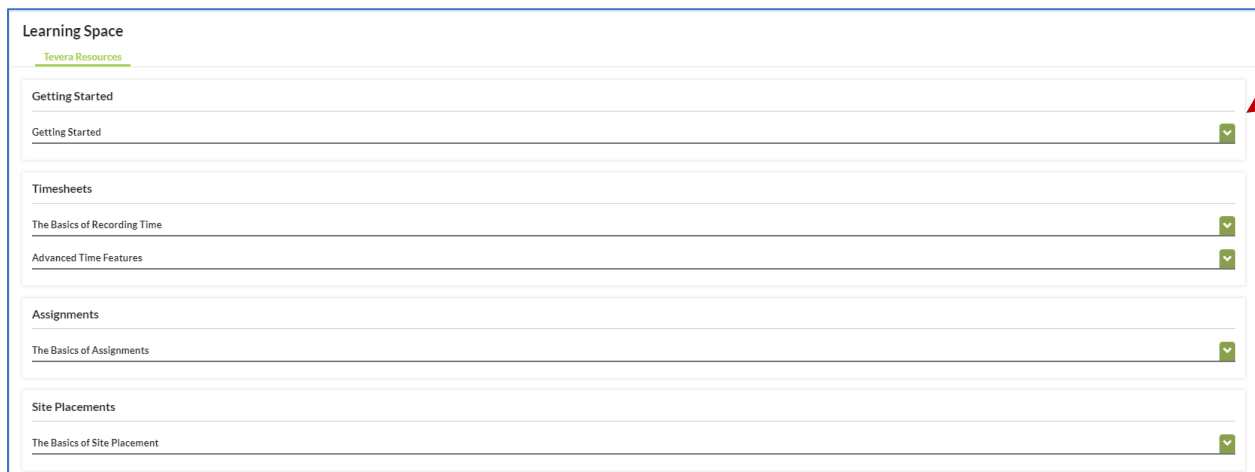
TABLE OF CONTENTS	PAGE
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3. Completing your Profile	2
4. Completing Pre-Application Tasks	3
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## 1. LEARNING SPACE TUTORIALS


Get acquainted with your home page in Tevera and review your Learning Space in Tevera.





Click on the green arrow to see all tutorials listed in each section.



## 2. COMMON SYMBOLS & FUNCTIONS

 **PLUS icon**- Click on this symbol to open or add an activity, add a document or detail, or add an additional option to a form or field.

 **EDIT FIELD icon** – Click on this symbol to add text to a field or other descriptor.

 **REQUIRED FIELD icon** - Click on this symbol to add text to a field or other descriptor to a required item.

**SAVE** – Tevera saves your work as you go, so there is no button to click to save your work. The system automatically saves your entries.

## 3. COMPLETING YOUR PROFILE AND PRE-APPLICATION TASKS

Take time to personalize your profile and include demographic, contact, and address details. This information is for your own use and only Field Office personnel can view. Add a picture, set your theme, and make your Tevera system reflective of your interests and style.



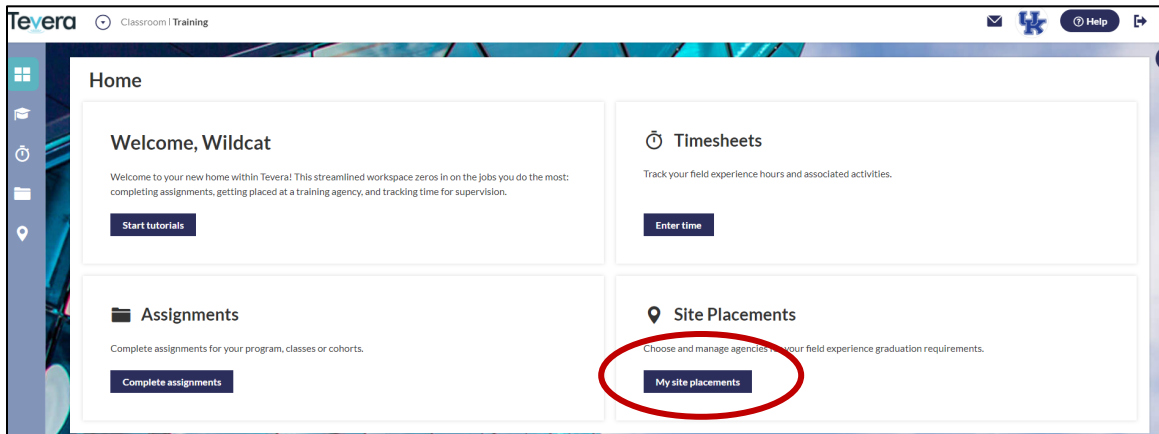
- Click the **USER PROFILE** icon in the upper right-hand corner. The **USER SETTINGS** window will open.
- Click the **MY PROFILE** tab. Click on the circle with your initials to **Edit Picture**. You can enter or edit any of your personal information. Click on the **EDIT** icon next to any field to make a change\*.

\*Note: if you are a current BASW student and plan to remain with us for your MSW program, do not confirm a graduation date until you are in your MSW program and know when you plan to graduate.

- Click on the arrow to open further **Details**.
- Phone Numbers: Click the **PLUS (+)** icon to add a phone number. You can add as many phone numbers as you would like, label them appropriately, and select one as your primary number.
- Demographics: Click on the **EDIT** icon next to any demographic information field that you would like to enter.
- Address: Click on the **EDIT** icon next to any address field for which you would like to enter information. Entering the **Zip code** first will allow you to select/auto-populate **City, State, County, and Country** fields all at once.
- Languages (optional): Add any languages you would like to have listed as part of your profile. Click the **PLUS (+)** icon to the right. The language fields will appear. Select the **LANGUAGE, PROFICIENCY, and MODE** using the drop-down menus.

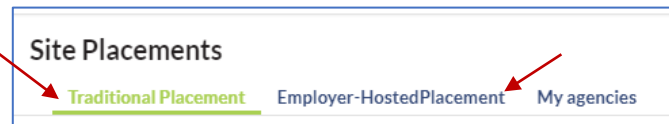
Note: do not click on "Add a track" as you will be connected to your correct track in your course.

#### 4. COMPLETING PRE-APPLICATION TASKS



Click on the tab that represents your upcoming practicum:

- **Traditional Placement:** click on this tab if you are completing a practicum placement not connected to your current employment agency.
- **Employer-Hosted Placement:** click on this tab if your planning on completing a placement connected to your employment agency.



Go to pre-application paperwork, click **Pre-application tasks**. All students are required to complete 1) a Traditional Placement Acknowledgement or Employer Hosted Placement Acknowledgement form 2) a Student Detail Profile and 3) upload a recent resume.

Click **NOT STARTED**, then click **START**.

Name	Task Type	Status
Traditional Placement Acknowledgement	Form	Not Started
Complete Student Detail Profile	Form	Not Started
Upload Current Resume	Upload	Not Started

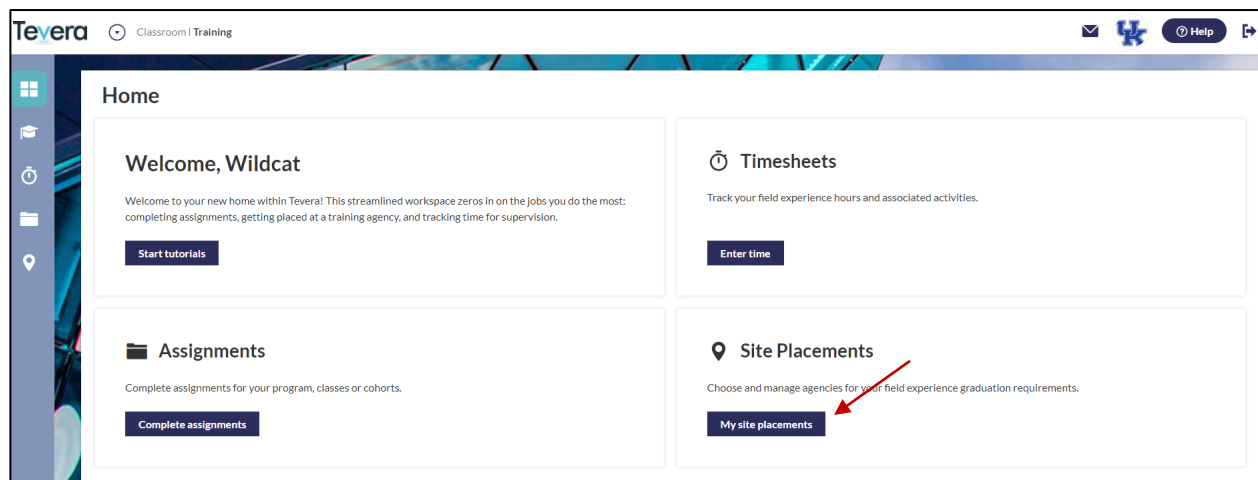
1. Review the Placement Acknowledgement form for your type of placement, sign and submit.
2. Complete all fields in the Student Details Profile to provide information about your field interests, and planning and accommodation needs.
3. Upload a PDF file of your updated resume.

**You have completed your pre-application tasks!**

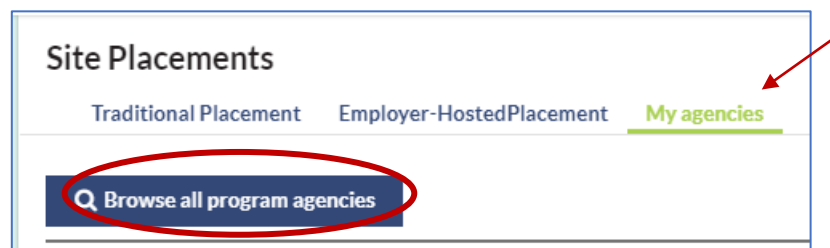
## 5. BROWSING APPROVED AGENCIES

The UK College of Social Work has existing relationships and active agreements with many organizations across the U.S and the world. You can search for sites directly by name and are also encouraged to do a zip code search to explore the agencies in your area. You can also filter sites using filter drop-down fields by populations served, practice areas, and other agency details. If you have specific interests in particular areas, you can also save your search criteria by clicking on the file icon.

To explore possible sites, first click into **SITE PLACEMENTS**.



Next, click **My Agencies** header, and then **BROWSE all program agencies** button, which will open a new page.



Then, use the drop-down filters to search by name, location, filter option, etc. \*\*Note: Searching by zip code first may exclude other filter options.

Agency List

name

area of service

scheduling options

remote/virtual learning

agency focus

miles from

zip code

more

Saved filters

Name	City	State
+ 3C Counseling & Consulting Services, LLC	Lebanon	OH
+ A Family for Every Child	Eugene	OR
+ A New Hope Counseling Center	Knoxville	TN
+ A Peace of Mind Counseling Services, LLC	Richmond	VA
+ A Precious Child	Broomfield	CO

Click on the PLUS (+) symbol to view additional details about each site, including the site contact details, site representative details, and site profile documents. Site profile documents will often include program details that outline the placement learning activities, details around onboarding requirements, as well as websites.

When hyperlinked address details are clicked, a new web browser will open with Google Maps and provide the sites specific location.

Aldine ISD - Hinojosa Primary School

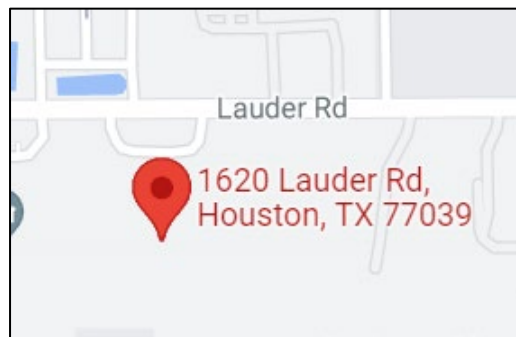
Site Contact Details

(281) 985-4750 • Phone

<http://aldineisd.org> • Website

[1620 Lauder Rd.](#)

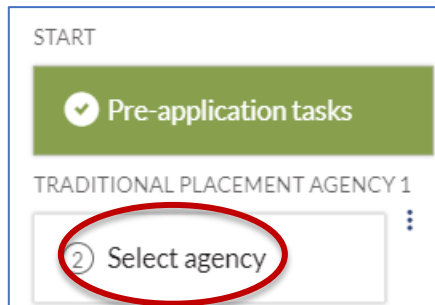
[Houston, TX 77039](#) • Address



## 6. CONFIRMING YOUR SITE PLACEMENT AGENCY-TRADITIONAL PLACEMENT

Once you have identified the agency where you want to complete your practicum and had a successful interview, you will need to confirm the site. Click the SITE PLACEMENTS tile.

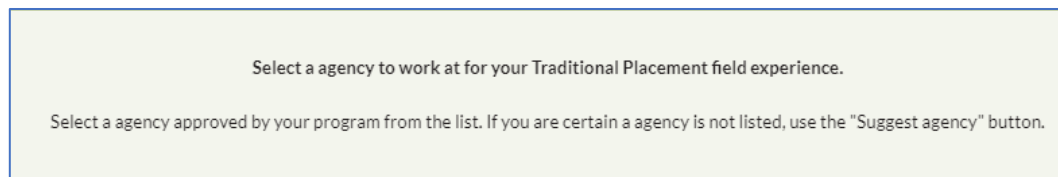
Next, select your agency. Click on **Select Agency**



Search for your agency by name. Remember, your agency might be called something different in Tevera so search a few different ways to locate your agency.

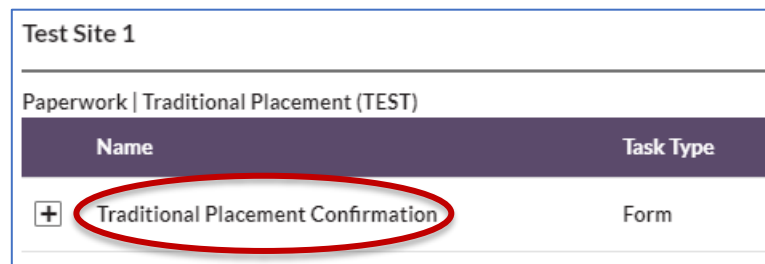
Click **Start** next to your agency listing once you locate it.

Click the **Suggest Agency** button if you do not see your agency listed. See page 13 to learn how to add a new agency in Tevera.



Click on **Yes, I'm ready** to proceed.

You will now land on your agency's placement page. Click on the + button next to "Traditional Placement Confirmation", and then click on the **Start** button.



Review and confirm all items listed, then click the **Sign here** button and apply your signature.

### Traditional Placement Confirmation

I confirm that I have interviewed with this agency and has been offered a social work internship opportunity for the time period and placement type indicated. I understand that an active and completed partnership agreement must be in place between the University of Kentucky College of Social Work and the agency in question before I can begin my field placement.

I am aware that I have the responsibility to represent the University of Kentucky College of Social Work when I am in the student learner role. This means that I will follow the policies and procedures of the agency and the College of Social work, complete all assignments on time such as monthly time reports, learning plans, and other assignments as indicated in my course. If completing an Employer Hosted Placement application, I have completed all required applications to ensure my hours are eligible to be leveraged toward my practicum course requirement.

I am completing a traditional practicum and will receive some financial compensation from my agency (student stipend, hourly pay, etc.) during my Field Placement only.

☐ Yes  
☐ No

Student Signature:

Sign here

Finish later Submit

Click the **Submit** button!

**Congratulations, you have confirmed your agency!**

Finally, confirm your Supervisor in Tevera. Click on **Select a Supervisor**.

② Select agency

③ Select supervisor

Approved supervisors are listed in connection with the agency.

Click on the **Start** button next to the name of your supervisor.

Click on **Suggest a Supervisor** if you do not see your supervisor listed. See page 15 to learn how to add a new or additional supervisor to Tevera.

A Precious Child Supervisors

Add Field Instructor

Name	License	Supervisor Status	My Placement
+ Elisa Lemack		Approved	Start
+ Yvette Redwood		Approved	Start

Can't find your supervisor?

Help others by adding supervisors that are not currently listed.

Suggest a supervisor

Click on **yes, I'm ready** to proceed. Click on the + button next to **Confirmation of Field instructor/Task Supervisor Application and Dates of Placement**. Click on the **Start** button.

Sally O'Mally (Field Instructor/Task Supervisor)

Paperwork | Traditional Placement (TEST)

Name	Task Type	Status
<input type="checkbox"/> Request Field Instructor/Task Supervisor Application	Form	Not Started
<input type="checkbox"/> Confirm Placement Dates	Form	Not Started
<input type="checkbox"/> Optional: Request Upload of Field Instructor/Task Supervisor Resume	Upload	Not Started

After clicking on the start button, a new window will open:

Select recipient and/or signers for completion

Person that completes assignment:

Person that signs Applicant Signature:

Manually enter all required fields (in red). You will need the name and email of your supervisor on hand. Click **Submit**.

Finally, input your placement start and end dates based on the dates within the chart on the form. Click **Submit**.

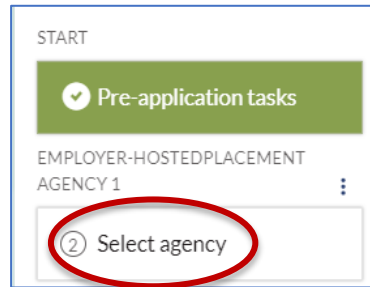
**Congratulations, you have confirmed your supervisor!**



## 7. CONFIRMING YOUR SITE PLACEMENT AGENCY-EMPLOYER HOSTED PLACEMENT

First, use the browse agencies feature to determine if your employment agency is already approved. You will need to confirm your Employment site in Tevera. Click the SITE PLACEMENTS tile.

Next, Click on **Select Agency**



Select a agency to work at for your Employer-Hosted Placement field experience.

Select a agency approved by your program from the list. If you are certain a agency is not listed, use the "Suggest agency" button.

Search for your agency by name. Remember, your agency might be called something different in Tevera so search a few different ways to locate your agency.

Click **Start** next to your agency listing once you locate it.

Click the **Suggest Agency** button if you do not see your agency listed. See page 13 to learn how to add a new agency in Tevera.

Click on **Yes, I'm ready.**

You will now land on your agency's placement page.

First, open the "Employer-Hosted Placement Application" (EHP).

Click on the + button next to the application and then click on the **Start** button.

Test Site 1

Paperwork | Employment-Hosted Process (TEST)

Name	Task Type	Status
<b>+ Employer-Hosted Placement Application</b>	Form	Not Started
+ Job Description Upload	Upload	Not Started
+ Employer-Hosted Placement Confirmation	Form	Not Started

Complete all required fields (in red). You may also complete optional fields if needed (in blue). See page 12 for further details on how to complete the EHP application.

You will need both your Agency Field Instructor's/Agency Task Supervisor's email as well as your Employment Supervisor's email to complete this form.

**Note:** if your Employment Supervisor is eligible and meets the requirements to be your Agency Field Instructor, then they may provide that supervision. The weekly one hour of educational supervision must be distinct from your employment supervision.

When you have completed and signed the form, click on **Submit**. A new window will open:

Input the email for the individual that will provide your weekly supervision in the top field and input the email of the individual who supervises your employment-based position in the field below.

Click **Submit**.

Next, upload a copy of your job description.

Finally, open and review the “Employer-Hosted Placement Acknowledgement” form. Review and confirm all items listed, then click the **Sign here** button and apply your signature.

Click the **Submit** button!

**Congratulations, you have confirmed your employment agency!**

Finally, confirm your Supervisor in Tevera. Click on **Select a Supervisor**.

Approved supervisors are listed in connection with the agency if they are already listed in Tevera.

If your supervisor is listed, click on the **Start** button next to the name of your supervisor and complete the process to choose them as your supervisor in the system.

Click on **Suggest a Supervisor** if you do not see your supervisor listed. See page 15 to learn how to add a new or additional supervisor to Tevera.

Click on **yes, I'm ready** to proceed. Click on the + button next to **Confirmation of Field instructor/Task Supervisor Application and Dates of Placement**. Click on the **Start** button.

#### Bert Scanlon (Field Instructor/Task Supervisor)

##### Paperwork | Employment-Hosted Process (TEST)

Name	Task Type	Status
+ Request Field Instructor/Task Supervisor Application	Form	Not Started
+ Confirm Placement Dates	Form	Not Started
+ Optional: Request Upload of Field Instructor/Task Supervisor Resume	Upload	Not Started

After clicking on the start button, a new window will open:

Select recipient and/or signers for completion

Person that completes assignment:

Send By Email

email address

Person that signs Applicant Signature:

Email link to form

email address

Cancel Submit

Manually enter all required fields (in red). You will need the name and email of your supervisor on hand. Click **Submit**.

Finally, input your placement start and end dates based on the dates within the chart on the form. Click **Submit**.

**Congratulations, you have confirmed your supervisor!**

## 8. HOW TO ADD A NEW AGENCY TO TEVERA AND BEGIN THE APPROVAL PROCESS

As you type in the name of your agency, potential matches will populate. Please review the list carefully to ensure that your agency is not already listed. If not, click on **Suggest Agency** once you confirm that your agency is not listed in Tevera.

Can't find your agency?

Help others by adding agencies that are not currently listed.

**Suggest agency**

Write the full name in the field and review all potential matches in the system. Click **My site is not listed** if you cannot locate it.

Suggest a new site not listed in Tevera

Enter a unique site that you cannot find in Tevera. A list of potential matches will show below. Please expand possible matches to verify site does not match a site already in Tevera.

Agency name

**Review 5 possible matches for Atomic Girls Ranch before adding this site.**

	Name	City	State	Status
<input type="checkbox"/>	Advancing Girls Education in Africa (AGE Africa)	Washington	DC	<b>Start</b>
<input type="checkbox"/>	Boys & Girls Clubs of Central Carolina	Sanford	NC	<b>Start</b>
<input type="checkbox"/>	Boys and Girls Club of Metro Denver	Denver	CO	<b>Start</b>
<input type="checkbox"/>	Girls on the Run of Central Kentucky	Lexington	KY	<b>Start</b>
<input type="checkbox"/>	Storm Ridge Ranch Education	Marysville	UT	<b>Start</b>

**My site is not listed**


Next, a new set of items will open on the screen. First, open **Student Completes Initial Site Contact Form** and click **START**

Name	Task Type	Status
<input type="checkbox"/> Student Completes Initial Site Contact Form	Form	Not Started

The task is a(n) online form: Site Contact Information (UKY-1028). It is required for all assignees.

Not Started

Start



Complete all required fields on the form:

- Correct Name of Agency
- City
- State
- Agency Contact Name
- Agency Contact Email Address

**Click on SUBMIT to send your form forward**

Your agency contact will receive a notification from Tevera prompting them to complete the “Agency Learning Opportunities” Form. Please give the agency you are planning to work with notice to expect this task. Follow up and communicate this to your agency contact!

**Tip:** return to your site placement process in Tevera and check on the approval process.

You can see who that specific item is waiting on for the next phase of approval.

Once the agency completes the form, the information will be reviewed and approved if the agency meets the requirements for practicum placement for a BASW/MSW student. You will be notified in Tevera of that approval. \*

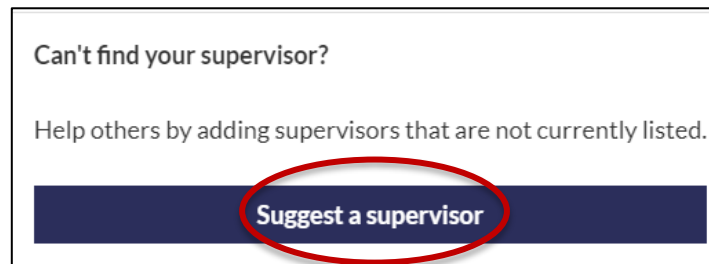
*\*Please note: this approval notice in Tevera indicates that the agency meets the requirements for placement. You will not be able to begin your practicum at your agency until all legal affiliation documents are also completed for your agency.*

Finally, complete your “Placement Confirmation” form (Traditional or Employer-Hosted) to finish the process.

## 9. HOW TO ADD A NEW OR ADDITIONAL NEW SUPERVISOR IN TEVERA

You will need to add a supervisor if you are working with a new agency or you do not see your supervisor listed in Tevera in connection to an agency that's already approved.

First, click on **Suggest a supervisor**.

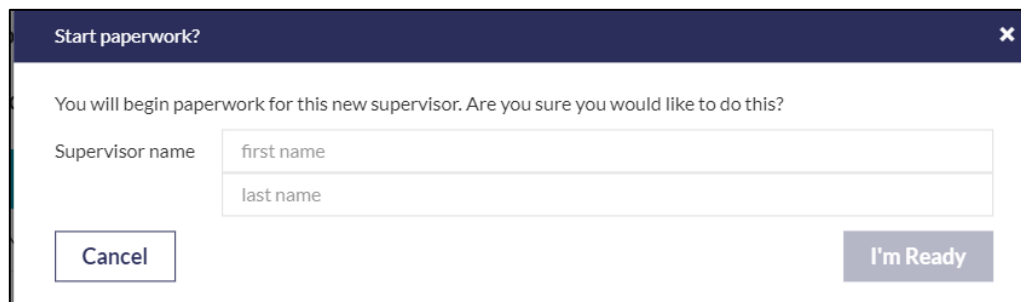


Can't find your supervisor?

Help others by adding supervisors that are not currently listed.

**Suggest a supervisor**

Input your supervisor's first and last name into the presented fields.



Start paperwork?

You will begin paperwork for this new supervisor. Are you sure you would like to do this?

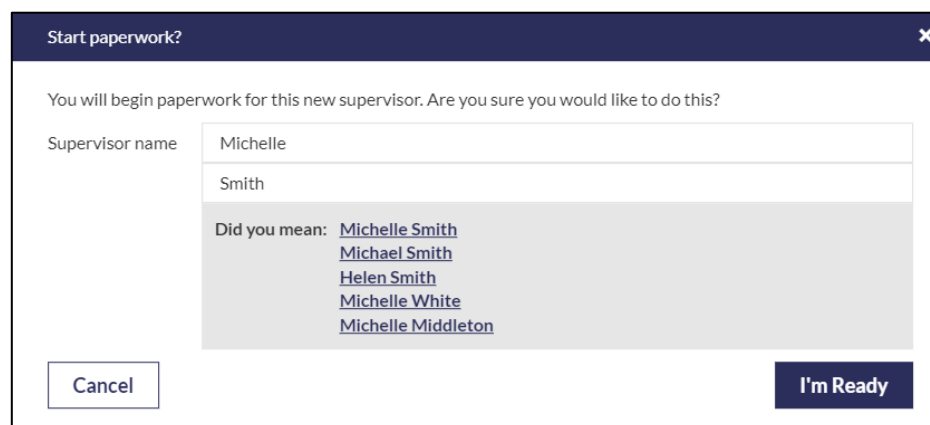
Supervisor name

first name

last name

Cancel I'm Ready

Tevera will offer you suggestions. Click **I'm Ready** button to move forward and get your new supervisor added.



Start paperwork?

You will begin paperwork for this new supervisor. Are you sure you would like to do this?

Supervisor name

Michelle

Smith

Did you mean: [Michelle Smith](#)  
[Michael Smith](#)  
[Helen Smith](#)  
[Michelle White](#)  
[Michelle Middleton](#)

Cancel I'm Ready

Click **Request Field Instructor Application** and click **Start** button.

Input the supervisor's email in both fields in pop-up window and click **Submit** button.

Finally, **Confirm Placement Dates** by clicking on **Start** button.

Finally, input your placement start and end dates based on the dates within the chart on the form. Click **Submit**.

If you need to add an additional Agency Field Instructor or Task Supervisor, click on "Add Field Instructor/ Task Supervisor".

Name	Task Type	Status	Waiting On
+ Request Field Instructor/Task Supervisor Application	Form	Not Started	
+ Confirm Placement Dates	Form	Not Started	
+ Optional: Request Upload of Field Instructor/Task Supervisor Resume	Upload	Not Started	

Follow the same instructions above to add the new agency member.

**You're all done!**

**Tevera Success Tip:** We encourage you to check in with your agency supervisor to make sure they have received emails from Tevera. Ask them to check their junk/spam folder to confirm receipt.

Send your agency contact [here](#) to learn how to whitelist Tevera if they are not receiving emails from Tevera.



## 10. HOW TO COMPLETE THE EMPLOYER-HOSTED PLACEMENT APPLICATION

All students seeking approval for an employer-hosted practicum must complete the **Employer-Hosted Placement Application**.

The application is a part of the **Employer-Hosted Placement** process (page )

Click **Start** and review all information at top of form.

Complete the **Student Details** and **Employment Details** section.

Next, complete the **Competency Alignment** section.

Current Job Roles and Activities	Related Competency/Competencies (Select all that apply)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

List a minimum of **6 job roles and activities** that you complete as part of your employment and then and then identify the Social Work Competency that aligns with that job activity. You are encouraged to refer to your official job description for those items.

Next, consider any **Stretch Project Activities** that you hope to complete that are beyond the scope of your job.

Stretch Project Activities	Related Competency/Competencies (Select all that apply)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Next, complete the **Supervision** portion of the form.

**NOTE:** If your employment supervisor has an MSW degree + 2 years of practice (MSW students only) or a BASW/BSW + 2 years of practice (BASW students only), you may choose that individual as your field instructor/task supervisor. If this applies to you, field education supervision must be distinct from your employment supervision as one hour of weekly educational supervision is required.

Therefore, if your work supervisor meets the stated requirements above and agrees to be your Agency Field Instructor you can put the same name on both lines. If they do not meet the requirements or do not agree to take on this additional role, then you should identify someone at your agency who is willing to complete items in Tevera and provide you with educational supervision during your placement.

Finally, review and agree to the **Student Acknowledgements**. Sign the form and click on **Submit**.

A new window will open. Use the reference below to choose the correct emails:

- Choose the email for the individual who will supervise your learning: This person signs in the “Field Instructor/Task Supervisor” signature line.
- Choose the email for your direct supervisor for your employment: this person signs in the “Employment Supervisor” signature line.
- The form already selects Alexandra Scroggins as the Field Office Approval Signature.

Select reviewers for Optional: Complete Application for Placement at Place of Employment

Person that signs Field Instructor/Task Supervisor Signature: Signer

Person that signs Employment Supervisor Signature: Signer

Person that signs Field Office Approval Signature: Alexandra Scroggins

Cancel Submit

Click **Submit** to move that form forward for approvals. The two individuals at your agency will now receive emails from Tevera requesting they review and sign this form in the system.

### Further Information about Practicums at Place of Employment:

Students whose current work duties clearly connect to the social work competencies may count some work hours towards their practicum hours.

Further information:

- You may count the maximum hours per week you are supposed to be in placement (typically 16-20 per week; 35-40 for Advanced Block Practicum) of your work time toward your practicum each week.
- You will develop a learning plan that includes both work-related tasks and tasks that are outside of your current work duties if applicable.
- If your agency does not have a qualified social worker to supervise you, you may seek supervision outside of your workplace. That individual should be connected to the agency’s work in some related way and have an MSW. You may also request external supervision to be provided by the College. Email [CoSWField@uky.edu](mailto:CoSWField@uky.edu) to communicate that need.
- Your learning plan should clearly communicate the goals connected to your current work duties and those that are outside the scope of your employment.