Quick Reference Guide: Practicum Course Instructors

I.   Tevera Registration

All University of Kentucky Social Work students are required to use Tevera to facilitate their field education practicum. Review the following page for further information on Tevera Registration.

A. You will receive an email welcoming you to Tevera which provides you with login details. Click on the link in the email.
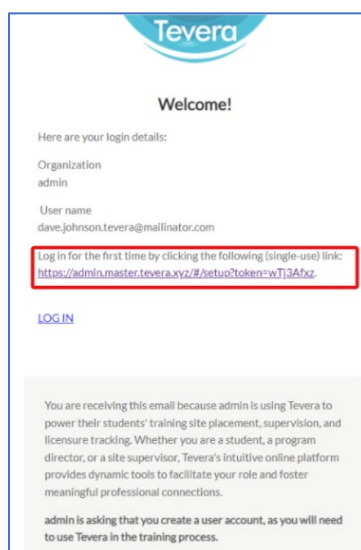

B. Next, create your password.
C. Confirm your country and state, click **Submit**.
D. Lastly, you must agree to Privacy Policy and Terms & Conditions and click **I Accept.**
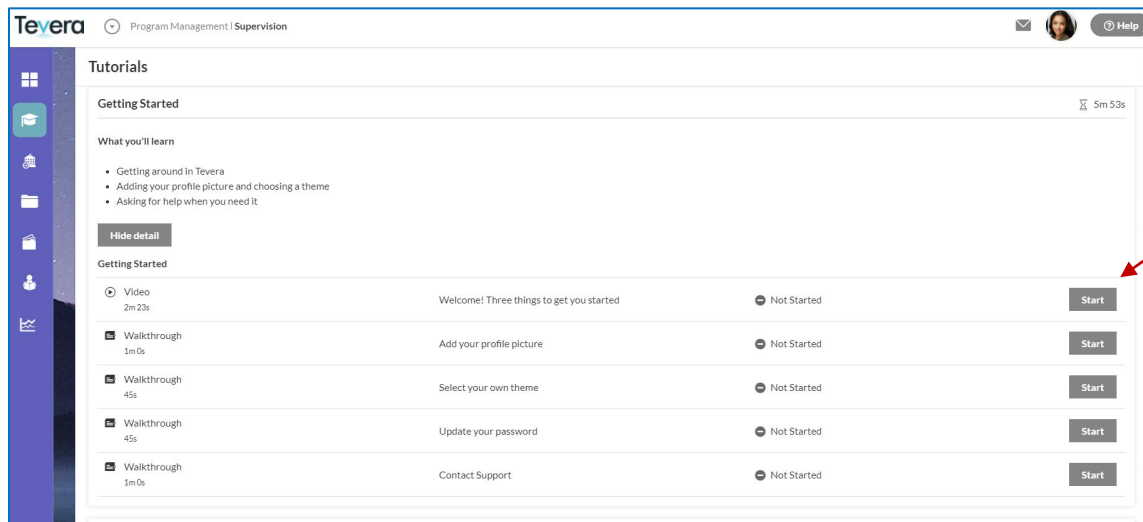
Congratulations, you are now registered with Tevera!

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II.   TUTORIALS AND GUIDANCE

Get acquainted with your home page in Tevera and review the tutorials available on your Tevera dashboard.
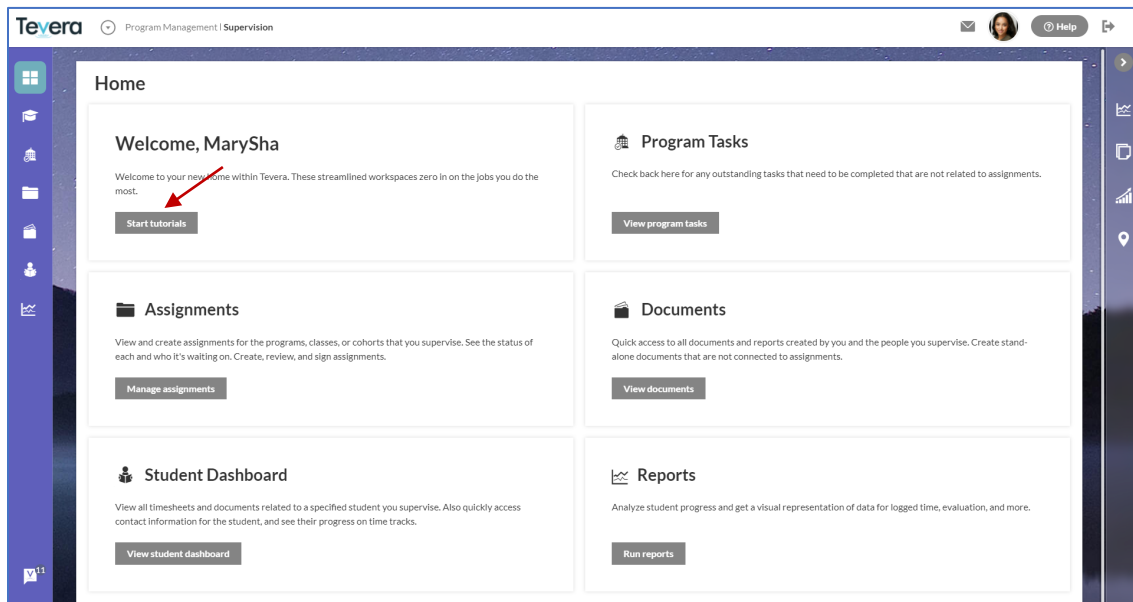
Take time to review all videos and information as they will assist you in getting prepared to work with your students.

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III. **COMMUNICATIONS HUB**

Tevera offers streamlined communications with their system.

For an overview of how to use the Communications Hub in Tevera, please review the following video.

IV. **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.

Document Symbols: (located in upper right hand of document/timesheet)

1. Copy form
2. Attach
3. Table of Contents
4. Notes: add a note or request changes on a document
5. Share: share a finished document
6. Print: printable PDF you can save to local device
7. Information: details include document creation and users

V. **COMPLETING YOUR PROFILE**

You have the option 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. You also have the option of adding a picture, setting a theme, and making your Tevera system reflective of your interests and style.
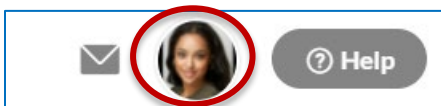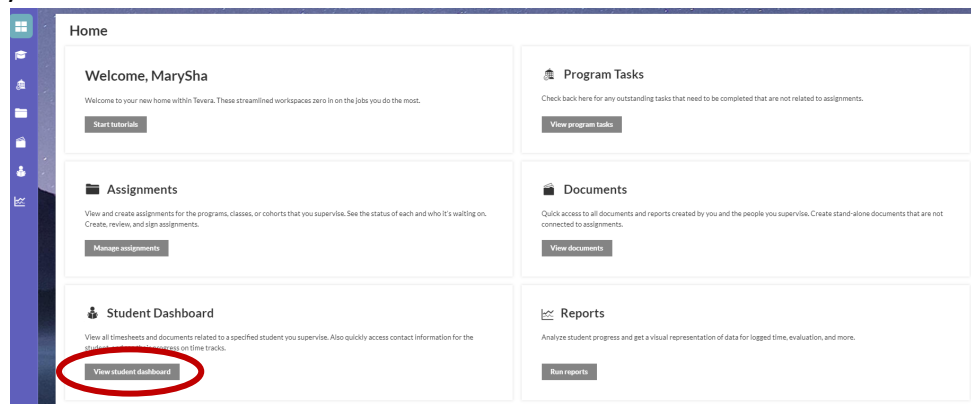
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A. Click the **USER PROFILE** icon in the upper right-hand corner. The **USER SETTINGS** window will open.

B. 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 a make change*.

C. Click on the arrow to open further **Details**.

D. 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.

E. Demographics: Click on the **EDIT** icon next to any demographic information field you would like to enter information for.

F. 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.

G. 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.
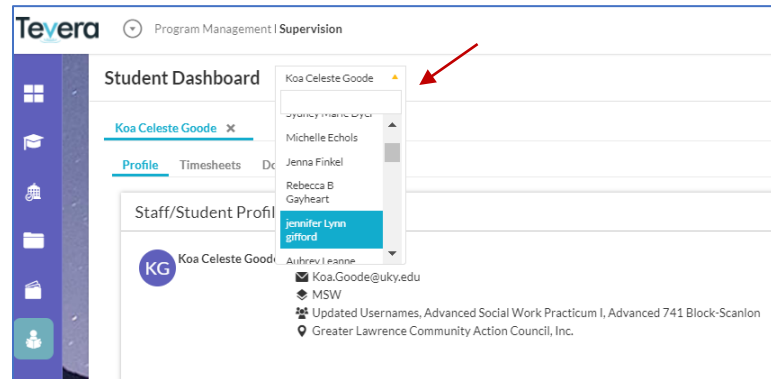
VI.   STUDENT DASHBOARD

As a practicum course instructor, you are able to gain a lot of valuable information on your students' progress in one quick snapshot through the Student Dashboard in your Supervision environment.
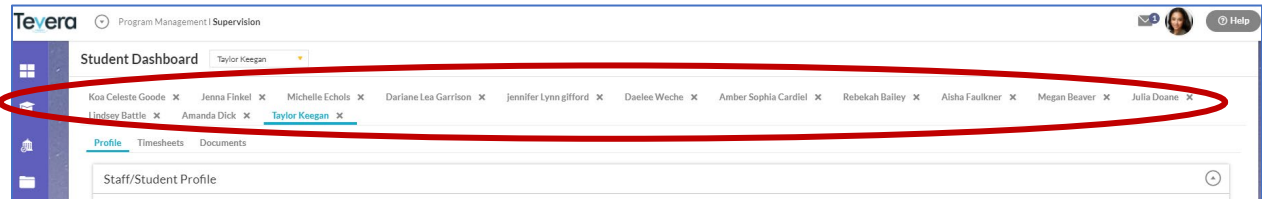
Click on your Student Dashboard:
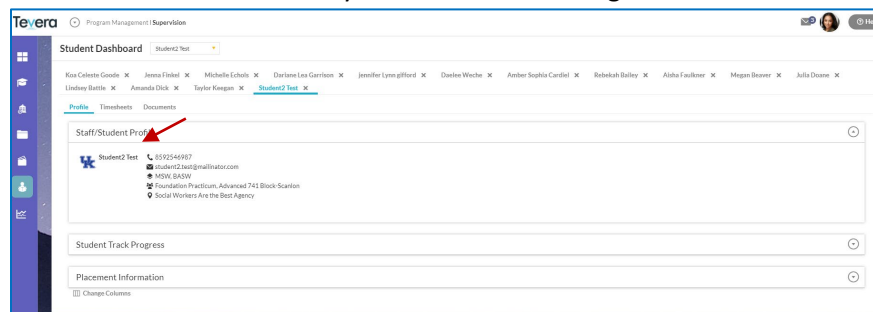

Search for students using the drop-down menu.

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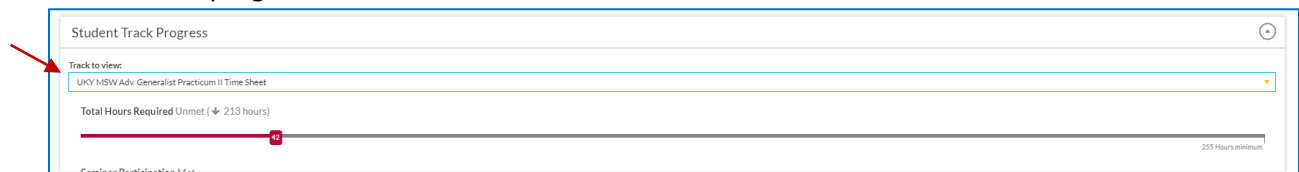

Once on your dashboard, students will remain there so you can toggle between them quickly and easily.
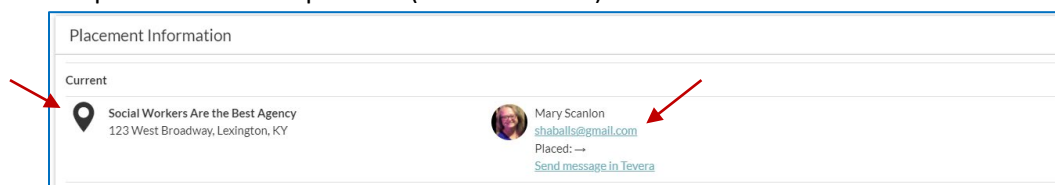

Locate important information on each of your students including contact information:

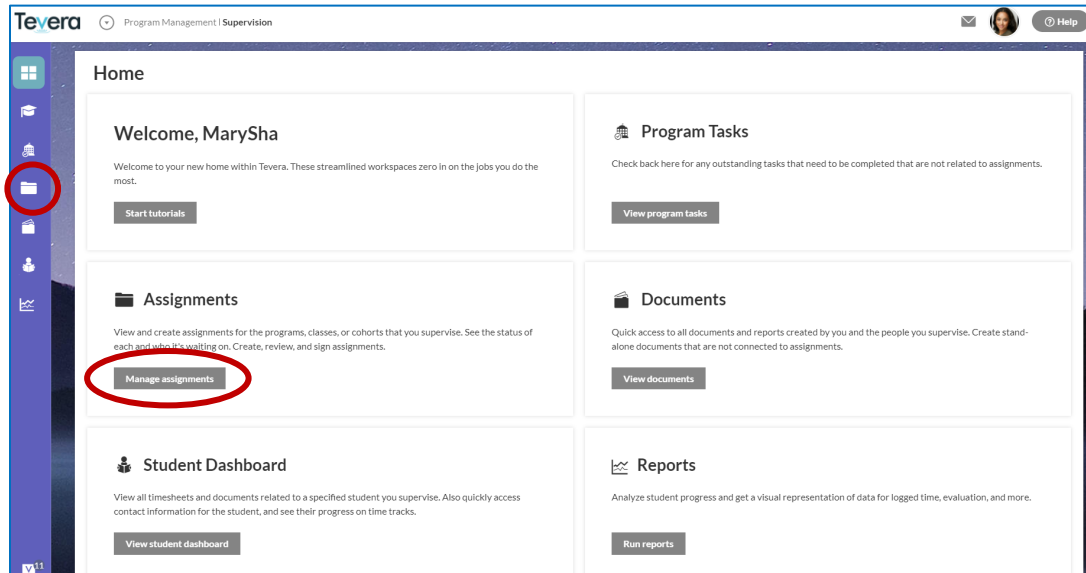View student progress on their time tracks:

And locate placement and supervisor (field instructor) information:

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VII. MANAGING FIELD ASSIGNMENTS

A. From your home page, click on the **Manage Assignments** button.

B. You can now see the assignments grid which includes all students enrolled in your practicum course section(s). Note the legend that defines the status of assignments at the bottom of the grid:
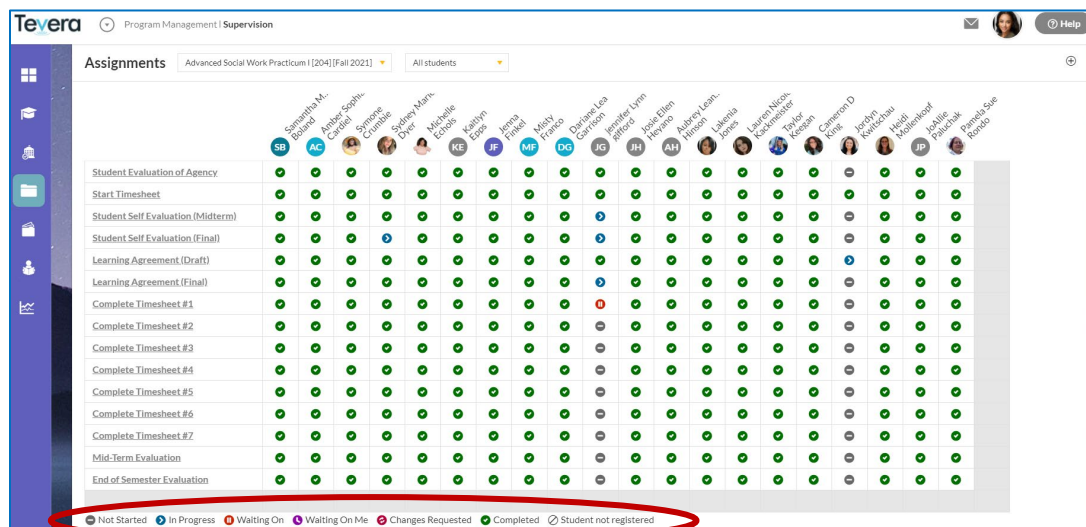
- **Not Started:** the student has not begun the assignment
- **In Progress:** the student has opened the item in Tevera but has not completed all required fields and/or applied their signature to complete/submit item
- **Waiting On:** the item is waiting on an agency field instructor or task supervisor
- **Waiting on Me:** the item now requires your review and signature to complete
- **Changes Requested:** the item is now waiting on the student to make corrections or changes you or the agency field instructor has requested
- **Completed:** the item is now complete
- **Student not registered:** the student needs prompting to complete their registration if they are still enrolled in the course.

C.   Click on any item with a ⏰ demonstrated. That item is waiting on you to review and approve.

D.   A new window will open, click on Review:
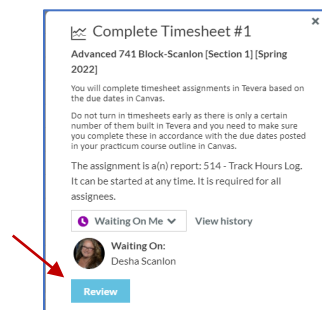
E.   Once open, review the item, then either **Sign here** to approve or **Request Changes** to send it back to the student for further edits or corrections.
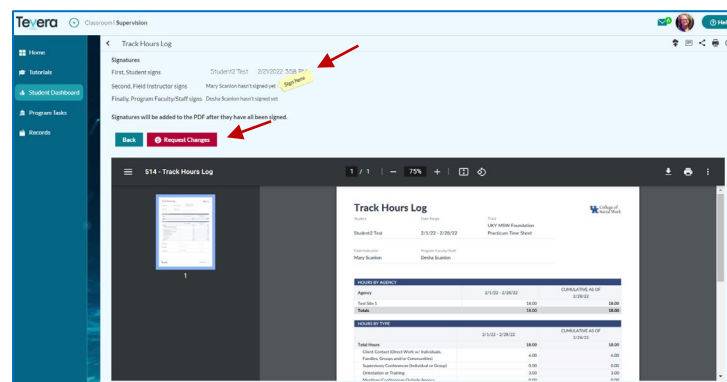

Sign by using your mouse or finger on touchpad/screen of device or input your password to sign with a text signature.

VIII.   APPROVING STUDENT TIMESHEETS

Course instructors have final approval on timesheets/time logs which document students' time in their practicum.

A. From the assignments grid, open the timesheet by clicking on the "waiting on me" icon for that timesheet. Next, click on **Review**.
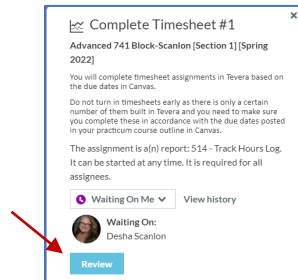
Once open, you can review the timesheet in more detail. Student timesheets provide the number of hours included in the reporting period as well as cumulative hours as of the date of submission. Please pay attention to the categories of time to make sure students are documenting their learning and work across appropriate categories. Students' weekly supervision sessions should be included in the supervision category as well.

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Carefully review the activity categories on your student's timesheet. All students are required to complete a minimum of one hour/week supervision and that should be reflected on their timesheets.

PRACTICUM ACTIVITY DESCRIPTIONS: The following descriptions may be helpful in categorizing field hours based on activities. Students should consider the intention when assigning time and not just the nature of the activity. There can multiple ways to identify field work. For example, communicating with an agency stakeholder might fall under client contact or meetings/conferences, depending on context.

- **CLIENT CONTACT** – (includes micro-mezzo-macro client systems) i.e. phone contact, emails, therapy sessions, in-person, virtual; individuals, groups, organizations, communities, and institutional client systems are included in this category.

- **SUPERVISORY CONFERENCES** – Weekly meetings with Field Instructor, Task Supervisor, other supervision sessions, etc.

- **ORIENTATION OR TRAINING** – New student/volunteer orientation, trainings, and ongoing professional development.

- **MEETINGS/CONFERENCES OUTSIDE AGENCY** – Attending or collaborating with external groups and organizations, including community stakeholder groups, task forces, community partner meetings, etc.

- **OBSERVATION OF OTHERS –** Observing a client session, program meeting, MDT, etc.

- **PAPERWORK/DOCUMENTATION –** Creating plans, reviewing/revising manuals, and developing documents; developing Field Learning Plan, assessments, and timesheets; drafting grant proposals, research summaries and internal memos; documenting client case notes, group summaries, etc.

- **POLICY/ADVOCACY WORK –** Outreach, education, and Social media; researching policy strategies and solutions; drafting issue briefs, contacting stakeholder groups regarding policy initiatives; actively campaigning; conducting communications for purpose of policy education or activism/advocacy.

- **EVALUATION WORK** – Reviewing research and program evaluation data; compiling reporting materials; conducting key informant interviews, focus groups, and other forms of quantitative/qualitative research.

- **SEMINAR PARTICIPATION** –Completing seminar assignments (if applicable) including discussions, reports, group work, and attendance of live/synchronous

sessions. Students may not go over a maximum of 25 hours towards seminar participation in classes with required seminar activities and assessments.

- **OTHER HOURS** – Self-care, related-learning experiences, etc.

B. Click **Sign here** to approve the timesheet. Click on **Request Changes** if you want to request the student make changes to their timesheet.

IX. APPROVING STUDENT LEARNING PLANS

A. Open and review students' learning plans the same way you do timesheets.

Once open, you will be able to review students' tasks, activities, and verification methods.

Provide direct feedback to students on specific tasks and activities by completing notes or requesting changes on learning plans within Tevera.

Click on the "notes" icon in the upper right corner on the document page.
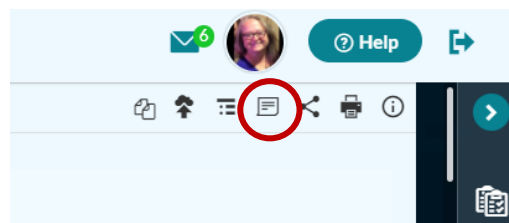
The learning agreement is now highlighted and ready for you to add a note. You can click anywhere on the document and add your note:
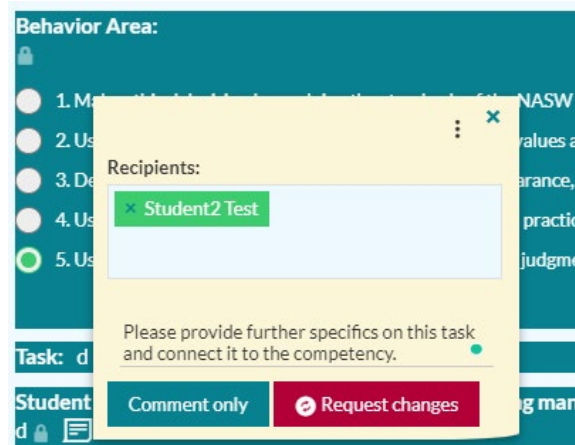
Provide feedback directly on a specific learning task/activity by clicking on "comment only".

Once done reviewing the learning plan, finish your review by clicking on **Request Changes** at the bottom of the form if you want the student to make changes or click **Sign here** to approve and finalize the learning plan.

By clicking on **Request Changes**, you will send the document back to the student for further edits/changes. This process will repeat until you click **Sign here** to complete and approve the learning plan.

Once approved, items will move to the **Completed Tasks** area on your **Student Dashboard.**

X.   REVIEWING STUDENT EVALUATIONS

Field instructors complete two evaluations across the semester for each student under their supervision: midterm and final. Students will initiate those evaluations after they have completed their self-evaluations. Once completed, you can access those evaluations on your assignment's grid as you do other assignments.

A. Click on the "completed" icon for the evaluation, then click **Open**.
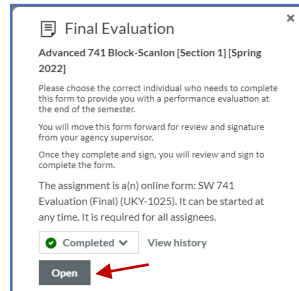
Note: your signature is not required on student evaluations.

B. Carefully review the ratings across all competency areas for your student and note any areas of concern.
C. Document final rating scale/grade as appropriate in Canvas.
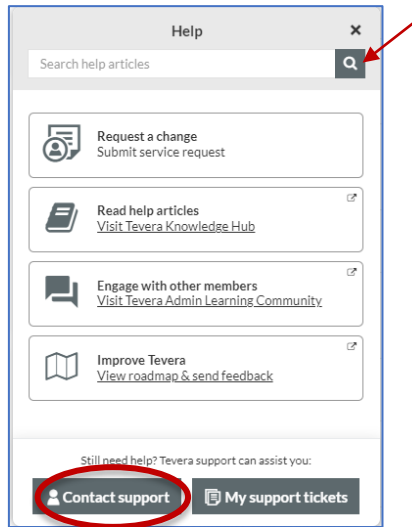
XI.   REQUESTING TECHNICAL ASSISTANCE FROM TEVERA

To request support directly from Tevera click on the Help button in the right-hand corner of your screen while logged into Tevera.
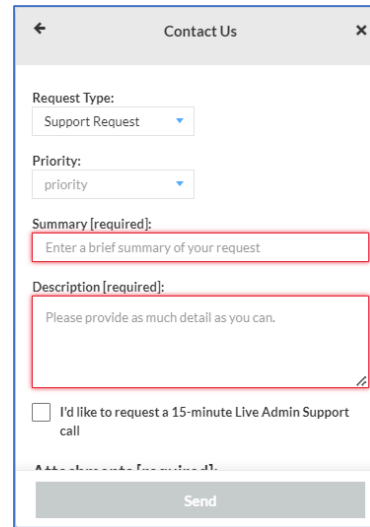

Search for topics in the Help search bar or click on Contact us to connect with a member of Tevera's Support Team.

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Contact a member of the Field Education Team for further Assistance: CoSWField@uky.edu