University of Kentucky
College of Social Work

Tevera

Quick Reference Guide: Student Assignments in Placement

I.   TUTORIALS AND GUIDANCE

Get acquainted with your home page in Tevera and review the tutorials available on your Tevera dashboard.
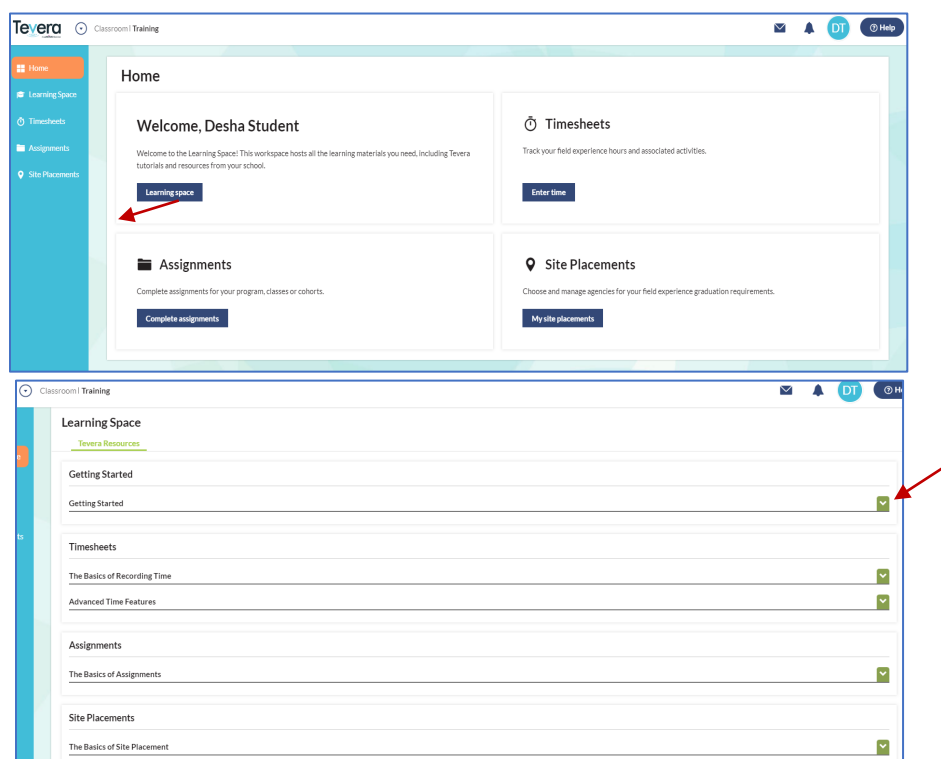
NOTE: Tutorials in Tevera provide a general overview and can be helpful for you to understand how the system works.

Due dates for all field education assignments are in Tevera!

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II.   **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   **2**   **3**   **4**   **5**   **6**   **7**

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

Due dates for all field education assignments are in Tevera!

III. **TRACKING TIME AND COMPLETING TIMESHEETS IN TEVERA**

All students track their field hours and complete timesheet reports in Tevera. Timesheets are submitted for approval and provide a snapshot of progress towards meeting Field requirements.

Timesheets are required while a student is in field and are submitted to field supervisors and course instructors for approval.
Time reports are approved in the following order:

1) Field Instructors/Task Supervisors

2) Course Instructor.

➔**WATCH** the following tutorial on how to complete your time tracking in Tevera.

a) From the home page, click on **Complete Assignments** under the **Assignments** tile.
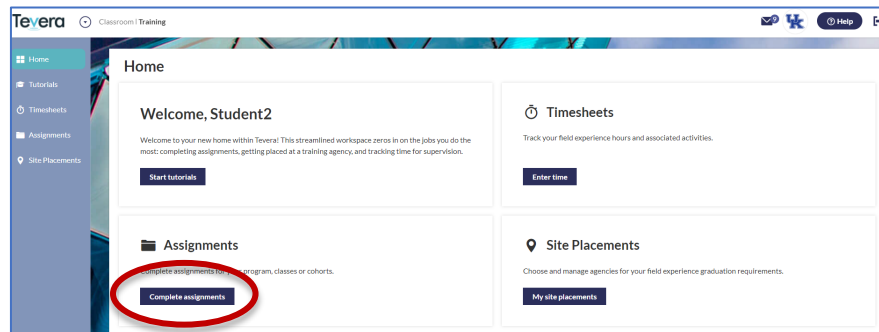
b) Click on **(+)** next to **Connect to Timesheet Track** to open, then click **Start.** This connects you to your time track. A track in Tevera is a set of approved field activities and hour requirements that you can select from when entering time.
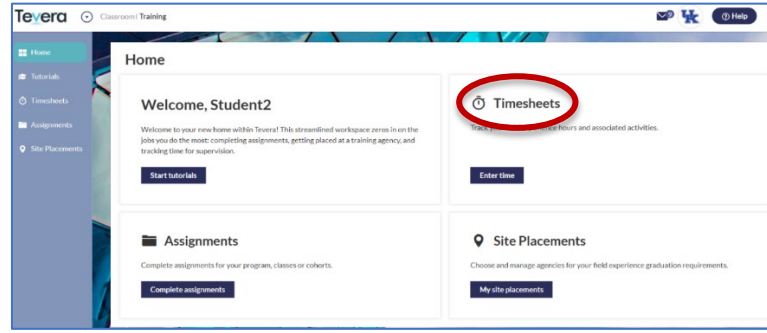
Due dates for all field education assignments are in Tevera!
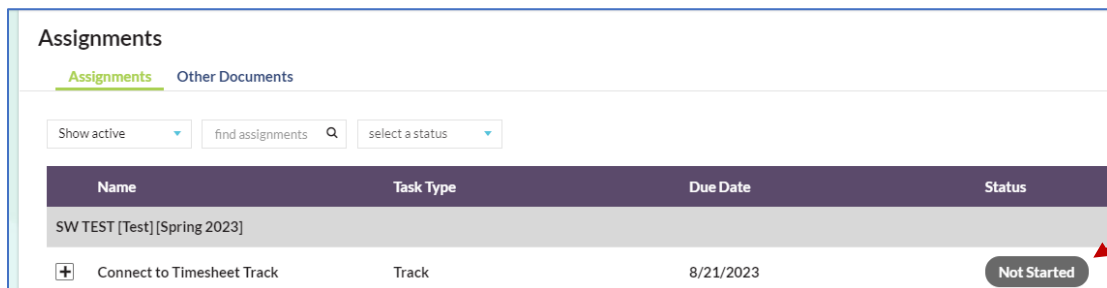
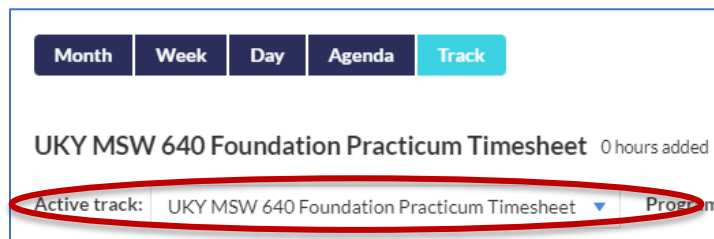**Quick Reference Guide**: **Student Assignments in Placement**
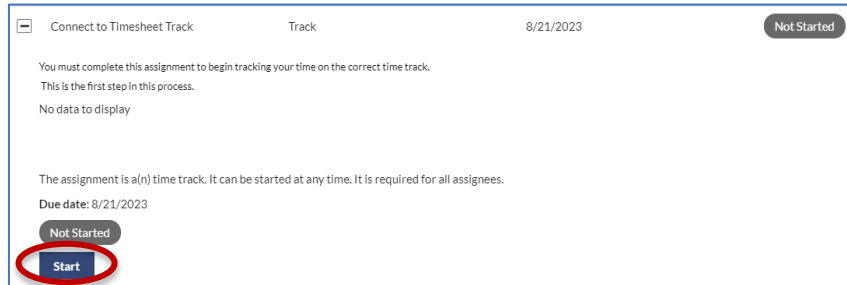
You are now connected to your time track!

➔Visit Tevera's <u>Knowledge Hub</u> to learn more about time tracking!

c) Next, Click **Enter time** under **TIMESHEETS** from the home page.

d) Confirm your correct track. **You must always choose the correct track by clicking on the drop-down menu next to active track.**

➔**NOTE: If you have already completed one practicum and tracked time in Tevera you may need to change your track in the dropdown menu. Take the time to confirm you are inputting time on the correct track!**⬅

e) Next, click on **Track** view to see a grid of all possible practicum activities. These will populate if you have successfully confirmed your agency and supervisor in Tevera. See the *Tevera Quick Reference Guide: Getting Started* for instructions on the confirmation process.

Due dates for all field education assignments are in Tevera!

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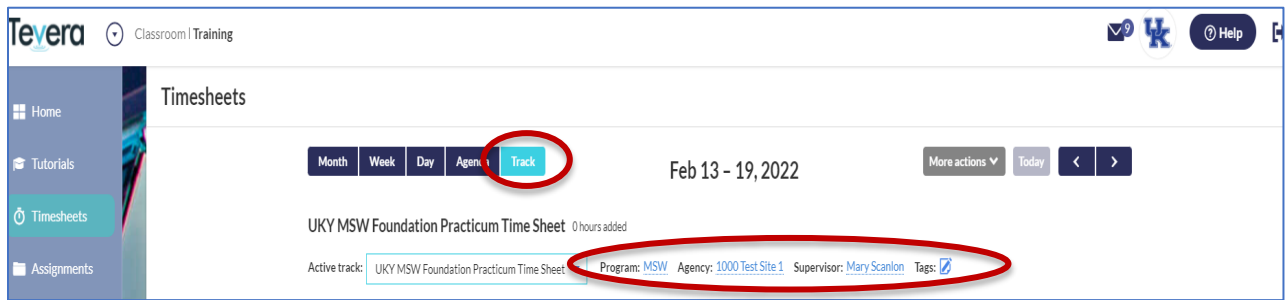
Navigate to the week for which you are entering time. You can enter time for the current date and days in the past but not in the future.

f) **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

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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 including discussions, reports, group work, and attendance of live/synchronous sessions. Students completing a foundation placement (BASW or MSW Foundation only) may count a maximum of 25 hours towards seminar participation in classes with required seminar activities and assessments.

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

g) **ENTERING TIME:** Click **(+)** sign next to the activity on the day it was conducted.

h) A popup window will open. Enter the amount of time you spent working in each category for the day. You can enter the duration (2.5 hours) or start/end times (11 am – 1:30 pm). You can also add notes in connection to the activity.

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i) **COPYING/REPEATING SCHEDULED ACTIVITIES:** If your schedule is similar from one day to the next, or maybe your breakdown of activities is the same on specific days (staff meetings every Monday for example), you can copy or repeat activities from a past day to the current.

To Copy Activities: Click on the activity you wish to copy to open. Click **Copy** at the bottom and enter the date you would like to copy it to. Your time entries will save, and you can return to time tracking at any time.

To Copy an Entire Day of Activities: Go to your timesheet and locate the **Copy** button at the bottom of the day you want to copy. Click on **Copy** and choose the day you want to copy all activities to.

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To Repeat Activities: Click on the activity your want to repeat to open. Click **Make Repeating**.

Then choose the frequency for the repeating activity and the day each week it occurs. Set a start or end date if needed. Click **Save** to return to your timesheet.

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j) SUBMITTING TIMESHEETS FOR APPROVAL

In addition to inputting time into the **Timesheets** environment, you will need to run reports in Tevera for your Field Instructor/Task Supervisor to review and approve in the system.

➔**WATCH** the following tutorial on how to complete your time tracking in Tevera.

Click on the **ASSIGNMENTS** tile.
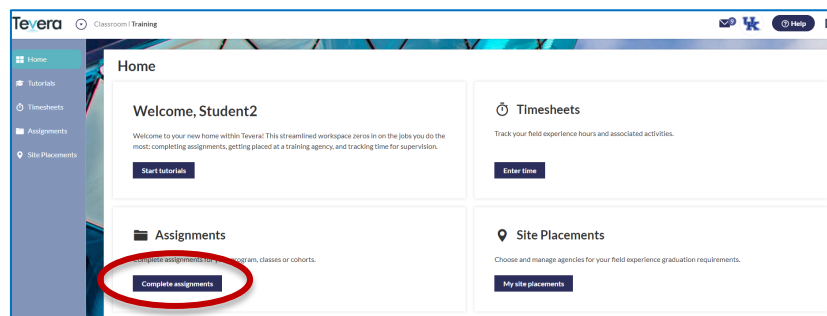
Click on the **(+)** next to the Timesheet# you are completing. Next, click on **Start**.
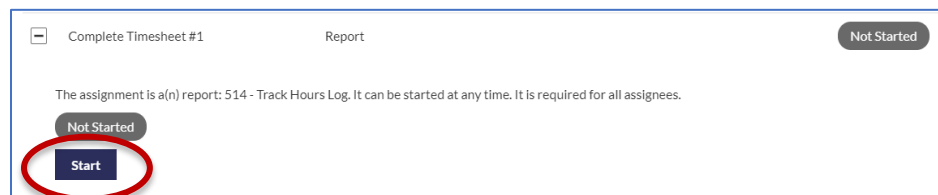
Select the 1) date range for your timesheet and the first radio button "Cumulative Hours as of the end date selected above" 2) choose your program and 3) correct track from the dropdown menu.
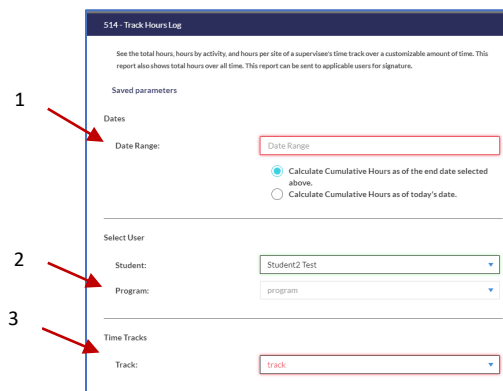
Due dates for all field education assignments are in Tevera!

- **Field Instructor Signer:** this is your agency MSW/BASW supervisor who is overseeing your learning at your agency. This may be your "task supervisor" if that person does not have a social work degree and you are also working with an external Field Instructor
- **Program Faculty/Staff:** this is your UK practicum course instructor who is overseeing your course in Canvas. They provide final approval on timesheet reports.
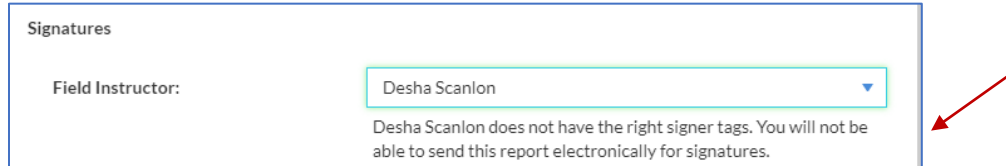
j) Last, click on **Send for Signatures** to move your timesheet forward. You will then be prompted to sign your timesheet. You can do this on the touchscreen(pad) of your device or enter your password to add a text signature.

Your field instructor will be notified via email that the timesheet is ready for their review and signature.

Once they sign, the form will then go to your course instructor for approval. After all signatures are completed you will be able to see your finalized timesheet in Tevera.

Due dates for all field education assignments are in Tevera!

IV.   TIMESHEET TROUBLE SHOOTING

Problem: Wrong Signer Chosen:

If you see the following message on your timesheet report then you have not picked the correct signer for that line:
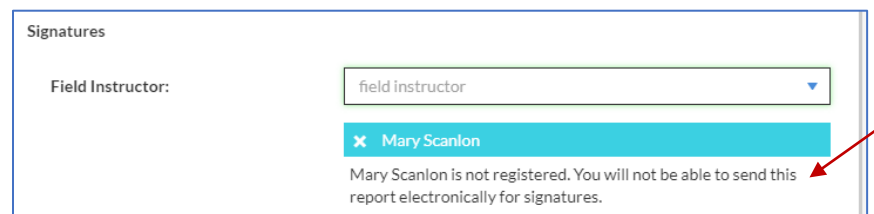
Solution:

Confirm you are choosing signatures correctly following instructions on page 10.

Problem: Field Instructor Not Registered:

If you see the following message on your timesheet report then your field instructor has not registered for Tevera:

Solution:

Email CoSWField@uky.edu to request the email registration invitation be resent to your agency supervisor. Alert your agency supervisor about this email coming their way. They may need to "whitelist" Tevera to receive these messages. Also ask that they search alternate folders such as "Junk" if they do not receive the email invitation.

Problem: Wrong Time Track Selected:

If you see 0 hours listed when you run a timesheet report and you have put in time, it's likely you are putting in time on the wrong track.

Solution:

If you determine you made a mistake and you need to transfer hours from one track to another, you can learn how to complete that process here.

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V.   CREATING YOUR LEARNING PLAN

All students complete a learning plan in Tevera during the first few weeks of their practicum. Due dates are listed in the assignment in Tevera.

Discuss your learning tasks and activities, and how those connect to the social work competencies, with your field instructor at the agency while working on this document.

Check out the Learning Plan Development Guide for tips, ideas, and supportive guidance on how to approach your learning plan.

A.   Click on **Complete assignments** under the **Assignments** tile.
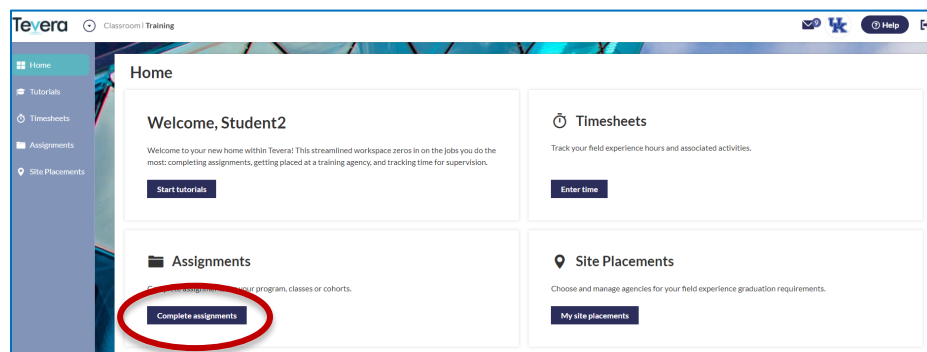
B.   Click the **(+)** next to the Learning Plan assignment to open and then click **Start**.
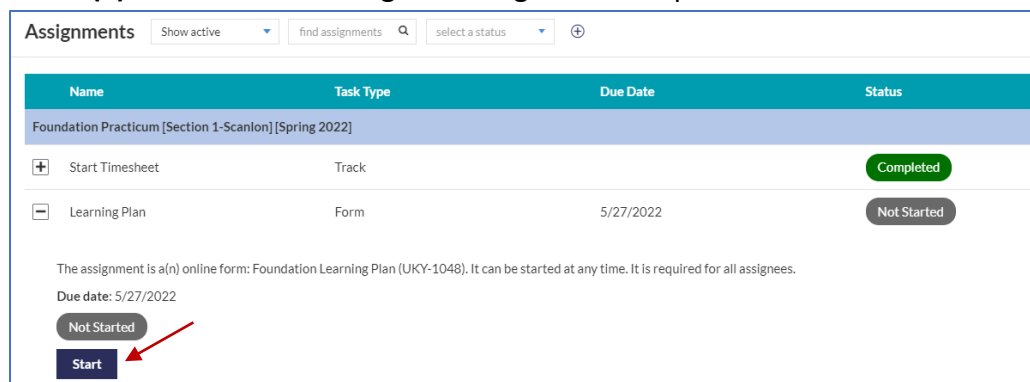
C.   Review the Learning Plan assignment requirements in the header of the document and complete all required fields in red 📝 by adding agency-related activities and tasks to each competency/practice behavior area. Some activities are already provided to you in connection with practice behaviors. These must be completed during your placement as well.

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Social Workers:

A. Make ethical decisions by applying the standards of the National Association of Social Workers Code of Ethics, relevant laws and regulations, models for ethical decision making, ethical conduct of research, and additional codes of ethics within the profession as appropriate to the context.

Activity 1.A:
I will complete Orientation and Safety Checklist activities (in Tevera).

Verification

B. Demonstrate professional behavior; appearance; and oral, written, and electronic communication.

Activity 1.B:

Verification:

C. Use technology ethically and appropriately to facilitate practice outcomes.

You can click **Finish Later** at the bottom of the form to save your work and return later to complete.

By the time you send your Learning Plan forward for signatures, your Agency Field Instructor or Task Supervisor should be familiar with the learning, tasks, and activities you are proposing to complete at the agency.

To share your learning plan with your field instructor before completing all required fields, click on the **Print** icon in the right-hand corner which will create a pdf document that you can save and then share with them via email.

Do not sign your Learning Plan until you have had discussions with your field instructor and want to move it forward for approval signatures.

D. Click on the **Sign here** field and sign your document and **Submit** when you have completed your Learning Plan.

Signatures

Student's Signature: Sign here

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E. A pop-up window will appear for you to confirm your Agency Field Instructor or Task Supervisor and program faculty member for the following signatures:

It will default to the roles you have chosen for your timesheets but, if you have not completed a timesheet yet, you will need to choose the correct members based on the following guidelines:

- **Field Instructor/Task Supervisor Signer:** this is your agency supervisor who is overseeing your learning at your agency. This may be your "task supervisor" if that person does not have a social work degree and you are also working with an external Field Instructor
- **Program Faculty/Staff:** this is your UK practicum course instructor who is overseeing your course in Canvas. They provide final approval on timesheet reports.

F. REVIEW PROCESS

Once you have completed and signed your learning plan, your field instructor will be notified that it is ready for their review and approval. They will have the opportunity to give you underlined feedback on the document in Tevera by adding comments to your plan or requesting changes to the document. You will receive email notifications of their comments and requests. Once approved, the learning plan will move forward for your course instructor to review, sign, and provide a final grade for that assignment in Canvas
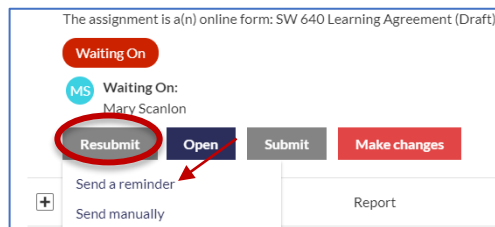
Once you have successfully completed, signed, and submitted your learning plan, you can see who that document is waiting on:

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If you need to make further changes to the document after it's been approved, click on the **Make changes** button under the assignment. This will remove any approval signatures already completed and allow you to start the review process again once you have made your changes. New signatures will be required.

The assignment is a(n) online form: SW 640 Learning Agreement (Draft) (UKY-1012). It can be started at any time. It is required for all assignees.

Waiting On

MS **Waiting On:**
Mary Scanlon

Resubmit | Open | Submit | **Make changes**

If your learning plan has been waiting for approval for more than a week, send a reminder to the person you are waiting on in Tevera by clicking on **Resubmit**, and then **Send a reminder** to your field instructor.

The assignment is a(n) online form: SW 640 Learning Agreement (Draft) (

Waiting On

MS **Waiting On:**
Mary Scanlon

Resubmit | Open | Submit | **Make changes**

Send a reminder

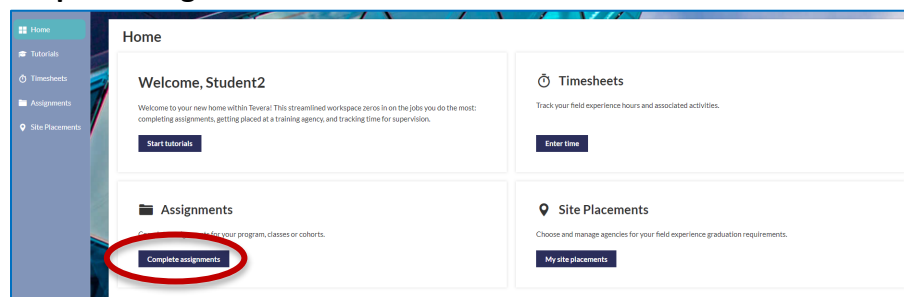Send manually   Report

VI.   EVALUATIONS (STUDENT SELF AND FIELD INSTRUCTOR)

All students complete a midterm and final self-evaluation in Tevera. These self-evaluations are an opportunity for students to reflect on their Learning Plan, connections to social work competencies, and the progress they are making in their practicum.

Once you complete your self-evaluation (midterm and final) the evaluation form will be moved forward in the system for review and completion by your field instructor.
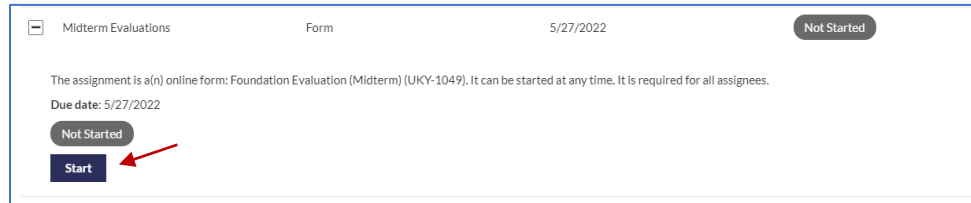
You can return to the self-evaluation and complete it in more than one session if needed. Remember to click on **Finish later** at the bottom of the page.

A. Click on **Complete assignments**.

Home

Home

Tutorials

Timesheets

Assignments

Site Placements

Welcome, Student2

Welcome to your new home within Tevera! This streamlined workspace zeros in on the jobs you do the most: completing assignments, getting placed at a training agency, and tracking time for supervision.

Start tutorials

Timesheets

Track your field experience hours and associated activities.

Enter time

Assignments

Complete assignments for your program, classes or cohorts.

Complete assignments

Site Placements

Choose and manage agencies for your field experience graduation requirements.

My site placements

Due dates for all field education assignments are in Tevera!

B. Select the correct evaluation you intend to complete (midterm or final) by clicking on the **(+)** sign, and then click **Start**.

☐ Midterm Evaluations	Form	5/27/2022	Not Started

The assignment is a(n) online form: Foundation Evaluation (Midterm) (UKY-1049). It can be started at any time. It is required for all assignees.

Due date: 5/27/2022

Not Started

Start

C. Complete all required fields 📝 (in red). You will need to add comments regarding your progress to each competency area in addition to completing ratings.
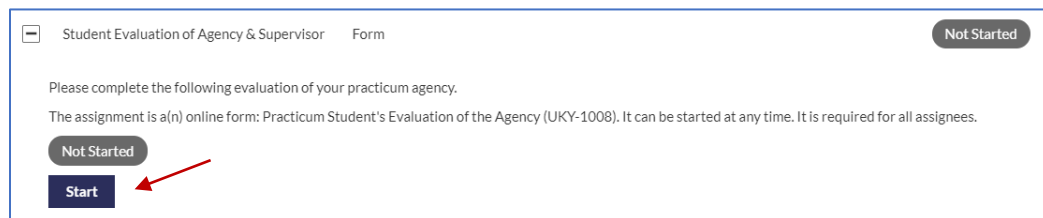
D. You can click **Finish Later** at the bottom of the form to save your work and return later to complete.

E. Once you are finished, you will click on the **Sign here** field and sign your document and **Submit.** You're all done!

F. You can review your final marks on your evaluation from your field instructor once they have completed and signed that form.

VII. STUDENT EVALUATION OF AGENCY & FIELD INSTRUCTOR/TASK SUPERVISOR

Students are also required to complete an evaluation of their agency and field instructor/task supervisor in Tevera at the end of the practicum placement. This is your opportunity to provide valuable feedback about your experience and supervision while at the agency. This evaluation is used by the Field Office and is treated as anonymous feedback.

A. Click on **Complete assignments** under the **Assignments** tile.

B. Open the **Student Evaluation of Agency & Supervisor** by clicking on the **(+)** sign, and then click **Start**.

☐ Student Evaluation of Agency & Supervisor	Form	Not Started

Please complete the following evaluation of your practicum agency.

The assignment is a(n) online form: Practicum Student's Evaluation of the Agency (UKY-1008). It can be started at any time. It is required for all assignees.

Not Started

Start

C. Complete all required fields 📝 (in red).

D. You can click **Finish Later** at the bottom of the form to save your work and return later to complete.

E. Once you are done, you will click on the **Sign here** field and sign your document and **Submit.** You're all done!

Due dates for all field education assignments are in Tevera!

VIII.   REQUESTING PLACEMENT SUPPORT FROM FIELD TEAM

Students may request additional support in connection to their placement connected to the issues below. Students are required to request support if they have been suspended or terminated from practicum.

Please identify the specific Issues/challenges for which you are seeking Field Office support. Select all that apply.

☐ Advanced Technical Support in Tevera (Note: common Tevera tasks such as adding a new agency or supervisor can be completed by the student. Review the Tevera Quick Reference Guides for completed instructions).

☐ Student requesting agency transfer/change in placement for current practicum course

☐ Student at risk of failing the course (e.g. significantly behind on hours, Tevera/Canvas assignments missing, student received low overall rating on midterm or final evaluation)

☐ Student concern regarding placement performance and/or conduct issue (See Field Manual for problematic behaviors and student expectations)

☐ Student and/or supervisor facing NASW Ethical dilemma – (dual relationship at agency, etc.)

☐ Student violated and/or concern regarding possible violation of Agency/UK/CoSW Policy (example: breach of confidentiality, falsifying timesheets, transporting clients)

☐ Student suspended or terminated from placement agency

☐ Student requesting Incomplete option for course completion.

☐ Other

☐ Student requesting External Field Instructor - Field personnel/supervision is no longer available at agency and student unable to secure new Field Instructor

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To request additional support:

A. Click on **Complete assignments** under the **Assignments** tile.
B. Open the **Placement Support Request** by clicking on the **(+)** sign, and then click **Start**.

C. Complete all required fields [icon] (in red).
D. You can click **Finish Later** at the bottom of the form to save your work and return later to complete.
E. Once you are done, you will click on the **Sign here** field and sign your document and **Submit.**
F. A field coordinator will follow up with you on next steps in connection with your support request.

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IX.   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.

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

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